

Contractor/Operator General Responsibility and Scope of Work

- 1.1 The Operator shall comply with all state and local public water supply rules and regulations including operator certification and shall be responsible for the day-to-day operation and maintenance of the system. The Operator will be required to maintain at a minimum an Indiana Department of Environmental Management (IDEM) Class DSL and Class WT 2 Certification.
- 1.2 The Operator shall conduct on-site inspections a minimum of five days per week.
- 1.3 The Operator must be on-site to mix chemicals, calibrate equipment, adjust chemical dosages, and perform other critical routine operation and maintenance functions.
- 1.4 The Operator is required to respond to emergencies within 1 hour. (Note: Bidders should not propose to enter into a contract for services with Textron if they cannot respond to an emergency within 1 hour, from either their principal place of business or other staffed location.)
- 1.5 The Operator is responsible for the operation of the South Richland Conservancy District (SRCD) water system between scheduled visits.
- 1.6 During each inspection, the Operator shall record the details of each on-site inspection. Completed inspection forms must be maintained at the site for a minimum of five years, and shall be made available to the SRCD, IDEM, or other officials, upon request.
- 1.7 Conduct routine visual inspections of all water system components, including pumps, tanks, meters and any chemical feed equipment.
- 1.8 Record the information and maintain records from each inspection on a form approved by the SRCD and as required by State and local rules and regulations.
- 1.9 Discuss IDEM (or other drinking water-related) correspondence with the SRCD or its representative.
- 2.0 Ensure that all forms are completed properly and submitted to IDEM in a timely manner. This includes, at a minimum, water quality sampling reports, monthly reports of operation (to be retained on site), consumer confidence reports, and cross connection updates as required.
- 2.1 Record residential water meter readings at least quarterly. Generating billing statements is not a requirement as SRCD users receive water free of charge.
- 2.2 Ensure the accuracy of flow measuring and chemical addition equipment.

- 2.3 Ensure the proper operation and maintenance of pumps, storage tanks, meters, and other mechanical components of the water system.
- 2.4 Implement a preventive maintenance plan which includes the following items when appropriate: Master meter inspection and calibration; start-up and shut-down procedures for systems; preventive maintenance on all equipment based on manufacturer's recommendations; valve and flushing hydrant.
- 2.5 Maintain operation & maintenance manuals for all pieces of equipment (kept on-site or readily available).
- 2.6 Be present during water system repairs and maintenance and/or oversee the maintenance of the SRCD water system conducted by other individuals such as contractors.
- 2.7 Respond to water quality, water shortage, or mechanical emergencies.
- 2.8 Accompany state and other officials during inspections of the water system.
- 2.9 Prepare an emergency response plan and implement where appropriate.
- 2.10 Ensure that cross-connection surveys and testing are up-to-date.
- 2.11 Implement corrective measures whenever required to correct operational deficiencies.
- 2.12 Perform yard/ building maintenance at the pump station whenever required to keep the building and grounds in good operating condition.
- 2.13 Ensure the delivery of safe drinking water at all times by complying with applicable Federal, State and local drinking water regulations.
- 2.14 Test, flush, clean, and disinfect the water distribution system when necessary.
- 2.15 Collect and arrange for testing of water samples by an Indiana certified laboratory as specified by IDEM.
- 2.16 Notify IDEM and SRCD of violations and issue public notices as necessary.
- 2.17 Review the sample monitoring schedule and locations annually.
- 2.18 Inspect, adjust, and clean pump seals, packing glands, and any mechanical seals when necessary.
- 2.19 Record the quantity of water purchased from the City of Rochester on a monthly basis at a minimum.

- 2.20 Troubleshoot to identify the causes of water quality complaints and respond to consumer complaints in a timely fashion.
- 2.21 Discuss with consumers their concerns of water quality and quantity.
- 2.22 Keep accurate records and maintain a filing system for these records and any correspondence associated with the SRCD.
- 2.23 Within 30 days of commencement date of the contract/agreement, develop and maintain an accurate written inventory of all hand tools, consumables and expendable supplies and spare parts.
- 2.24 Keep all equipment in service, operating to manufacturers' expected level of maintenance.
- 2.25 Maintain all manufacturers' warranties on new equipment after the start of the contract. In addition, the Operator shall assist in enforcing the warranties and guarantees, if any, for existing equipment used in connection with the operation of the facilities. The Operator's obligations hereunder do not include any express or implied warranties or guarantees with respect to the facilities equipment except to the extent Contractor's negligence voids manufacturers' warranties and guarantees.
- 2.26 Prepare a project safety plan and submit a copy to Textron and SRCD for review. The project safety plan will be implemented by the Operator during the operation of the SRCD water system.
- 2.27 Attend SRCD Board of Director meetings as required.

