



THOMPSON-NICOLA
REGIONAL DISTRICT

Contract Services - Water System Operations

Multiple Community Water Systems

Thompson-Nicola Regional District

The TNRD is seeking contractors to provide monitoring services for the following community water systems:

1. Blue River Community Water System,
2. Loon Lake Community Water System, and
3. Spences Bridge Community Water System

*Three separate contracts will be awarded, one for each water system.

For a complete description of the scope of services, please visit:

<https://tnrd.ca/stay-connected/tenders-rfps/>

Using your knowledge and expertise as a certified operator, will perform the following duties included within the base rate:

1. Regular water quality testing and weekly water sample collection per the water quality monitoring plan
2. Perform minor repairs, identify and recommend corrective & preventive maintenance tasks.
3. Monitor and report water system abuse or misuse.
4. Monthly data reporting to the TNRD.

Additional services are remunerated on an hourly basis. Examples of additional services are:

1. Respond to emergency events and perform associated minor repairs.
2. Water service turn-on and turn-off as required.

This successful proponent(s) will be required to enter into a Services Agreement for the applicable Community Water System for a minimum 12-month term. Preference will be given to respondents with "Small Water Systems" training and certification; however, consideration will be given to all suitable proponents. Remuneration varies by Community Water System with a range of \$1,100 per month to \$1,550 per month (base rate) and is dependent on qualifications and experience.

Expressions of interest submitted under the appropriate cover, detailing qualifications and related experience, will be accepted until **3:00 pm, March 27th, 2024**.

Attention: Tyrone McCabe
Manager of Utility Services
Thompson-Nicola Regional District
300-465 Victoria Street
Kamloops, BC V2C 2A9
Toll Free: 1-877-377-8673
Email: utilityservices@tnrd.ca

SERVICE AGREEMENT

Blue River Community Water System

SCHEDULE "A"

SERVICES AND SPECIAL PROVISIONS

Water System Contractors (the "Contractor") are representatives of the Thompson-Nicola Regional District (the "TNRD") and shall, at a minimum, adhere to the relevant TNRD policies and procedures as they carry out their duties. The Contractor is accountable for routine monitoring, operation and maintenance of the Blue River Community Water System (the "System"). The Contractor is responsible for providing satisfactory continuous service for the entire contract period and is responsible for providing suitably qualified persons for temporary relief in the event the Contractor is away or temporarily unable to fulfill its duties under this contract. In such events, the TNRD must be notified of the relief persons contact information, the relief workers credentials and the duration of the temporary period.

All concerns or issues must be reported to and escalated to the TNRD Manager of Utility Services. The TNRD will provide all necessary specialized tools and equipment upon request, at its sole discretion. The Contractor is responsible for the provision of standard tools for use in this contract including, but not limited to: wrenches, sockets, hammers, screwdrivers, and weed trimmers.

The Contractor must maintain EOCP certification "In Good Standing." Proof of certification shall be made available to the TNRD upon request.

The SCADA system requires that the Contractor have an active mobile phone where the operator can receive alarm/trouble calls from the System and remotely access the controls. The standard monthly rate is considered to include compensation for cell phone, internet and computer use.

The contractor is responsible for his/her own PPE with the exception of:

- Face shields,
- Rubber gloves; and,
- Aprons for use with sodium hypochlorite.

All confined space entries shall be arranged with the TNRD as required. The Contractor is not permitted to enter confined spaces within the System without the approval of the Manager of Utility Services and/or his designate.

Monthly Services:

General

1. Perform duties in a safe manner, correcting and reporting any unsafe conditions.
2. Inspect & maintain PPE and safety equipment as needed.
3. Provide the TNRD with a work plan and estimated cost for all planned maintenance, modifications, purchases and expenditures. Work not to be completed without approval of the TNRD Manager of Utility Services.
4. Record all activities, observations and relevant information in the on-site log book, provided by the TNRD.
5. Submit log sheets and maintenance summary forms on a monthly basis (to be submitted with monthly invoice). This includes a record of pump run times, flow rates, pressure readings, liquid levels, chemical usage and water quality readings.
6. Transport sodium hypochlorite to the site, from the TNRD shop in Kamloops.
7. Ensure all services comply with regulatory agencies including, but not limited to, Work Safe BC and Interior Health Authority.
8. The TNRD provides support crews and equipment for all significant repairs that are outside of normal or routine maintenance.

Pump House

1. Inspect pumps and pump control systems and instrumentation three (3) times weekly.
2. Perform regular cleaning, calibration and maintenance of the turbidity, chlorine and pH analyzers as directed by the TNRD.
3. Monitor pumps and motors for unusual noises, vibrations, and excessive heat or flow changes.
4. Identify, troubleshoot, correct and report minor equipment issues.
5. Inspect the disinfection system, including pumps and supply lines, to ensure proper operation, adequate disinfection levels and a fresh supply of sodium hypochlorite is maintained, if applicable.
6. Perform chemical feed pump annual maintenance, if applicable.
7. Safely handle, store and utilize treatment chemicals.
8. Record chemical use, chlorine residual and volume of raw water used and compare chemicals used to volume of water used.
9. Ensure the heating and ventilation system is operational to prevent condensation, freezing and system damage.
10. Maintain interior of pump house in a clean and orderly condition. Paint walls and pipe works as required and maintain a clean, safe working environment.
11. Keep exterior of pump house in good repair, and the area free from weeds. Perform any necessary minor maintenance as required.
12. Inspect and exercise all valves annually and check that control valves are operating properly.

Reservoir

1. Inspect the reservoir monthly to ensure the vent pipe and screens, hatch, lock, ladders and drains are secure and in good repair; perform or arrange for repairs as needed.
2. Inspect the overflow drains and ditches monthly for any apparent leaks.
3. Inspect the interior of the reservoir monthly for cleanliness contamination.
4. Inspect reservoir weekly throughout the winter months to check for any signs of freezing or leakage.

5. Keep the area free from trees, weeds, etc. and cut as needed.
6. Shock the reservoir (add sodium hypochlorite) as directed by the TNRD.
7. Liaise with Manager of Utility Services to ensure the reservoir is cleaned and leak tested as required. Assist with the planning, coordination and the cleaning as needed.
8. Compare SCADA level reading to observed values to ensure accurate data.

Distribution System

1. Manually check chlorine residuals in the System twice weekly, or as directed by the TNRD. Take corrective action when residuals are unacceptable, if applicable.
2. Collect bacteriological water samples weekly and submit to the designated IHA collection point.
3. Notify the TNRD of any water quality issues immediately and assist with notifications (Boil Water, Water Quality, Do Not Use, etc...) as required.
4. Collect comprehensive water samples as directed by the TNRD.
5. Inspect the entire system weekly for leaks and non-conformance with applicable bylaws, including sprinkling and water restrictions. Report issues to the TNRD and issue violation notices to residences as directed.
6. Exercise all distribution system valves, exclusive of curb stops, annually.
7. Prepare fire hydrants for winter use (drain and fill with antifreeze if required).
8. Perform routine water service on and off requests, as directed by the TNRD.
9. Test and inspect all new water connections, as requested by the TNRD.
10. Keep system drawings up to date by submitting all additions, changes, and "as built" information, as needed.
11. Inspect and record water meters as requested by the TNRD.
12. Paint hydrants (red), standpipes (red), and water main valve boxes (blue) as required.
13. Attend to all scheduled inspections, repairs, maintenance and on-site contractor work.
14. Troubleshoot and address water related complaints, on the public water system.
15. Proactively identify distribution system problems and recommend solutions. Coordinate and/or perform repairs as directed.
16. Periodically check water levels at the source and record observed changes to establish seasonal trends.

Additional Services:

All "Additional Services" require prior approval of the TNRD

1. Annual pressure reducing valve (PRV) maintenance, if applicable.
2. Inspect operation of air release valves.
3. Flushing of the distribution system, as scheduled by the TNRD.
4. Locating and marking of curb stops (painting the tops blue).
5. Raise/lower, repair and clear around curb stops as required.
6. Inspect, maintain and flow test all hydrants and standpipes. Arrange for the repair of all deficient hydrants. Keep areas around hydrants/standpipes clear of vegetation.
7. Respond to all water system emergencies and emergency calls (calls not requiring immediate intervention are included in the "Standby Allowance").

(Schedule "A", collectively, the "**Services**").

SERVICE AGREEMENT

Blue River Community Water System

SCHEDULE "B"

PAYMENT RATES

Throughout the term and upon receipt of monthly invoices, the TNRD will pay the Contractor the following for performance of the services outlined in this Agreement:

	RATE (plus applicable taxes)
Monthly Services as defined in Schedule "A"	\$858.00 / month
Standby Allowance	\$200.00 / month
Additional Services and other services beyond the scope of Schedule "A"	\$ 26.00/ hour
Mileage – applicable to travel outside of Community Water System boundaries	\$ 0.61 / km ***
Not to Exceed:	\$ 25,000.00

*** Mileage Rate adjusted in accordance with TNRD standard mileage rates ***

GST Registration Number 804326791

WorkSafe BC Registration Number N/A

SERVICE AGREEMENT

Loon Lake Community Water System

SCHEDULE "A"

SERVICES AND SPECIAL PROVISIONS

Water System Contractors (the "Contractor") are representatives of the Thompson-Nicola Regional District (the "TNRD") and shall, at a minimum, adhere to the relevant TNRD policies and procedures as they carry out their duties. The Contractor is accountable for routine monitoring, operation and maintenance of the Loon Lake Community Water System (the "System"). The Contractor is responsible for providing satisfactory continuous service for the entire contract period and is responsible for providing suitably qualified persons for temporary relief in the event the Contractor is away or temporarily unable to fulfill its duties under this contract. In such events, the TNRD must be notified of the relief persons contact information, the relief workers credentials and the duration of the temporary period.

All concerns or issues must be reported to and escalated to the TNRD Manager of Utility Services. The TNRD will provide all necessary specialized tools and equipment upon request, at its sole discretion. The Contractor is responsible for the provision of standard tools for use in this contract including, but not limited to: wrenches, sockets, hammers, screwdrivers, and weed trimmers.

The Contractor must maintain EOCP certification "In Good Standing." Proof of certification shall be made available to the TNRD upon request.

The SCADA system requires that the Contractor have an active mobile phone where the operator can receive alarm/trouble calls from the System and remotely access the controls. The standard monthly rate is considered to include compensation for cell phone, internet and computer use.

The contractor is responsible for his/her own PPE with the exception of:

- Face shields,
- Rubber gloves; and,
- Aprons for use with sodium hypochlorite.

All confined space entries shall be arranged with the TNRD as required. The Contractor is not permitted to enter confined spaces within the System without the approval of the Manager of Utility Services and/or his designate.

Monthly Services:

General

1. Perform duties in a safe manner, correcting and reporting any unsafe conditions.
2. Inspect & maintain PPE and safety equipment as needed.
3. Provide the TNRD with a work plan and estimated cost for all planned maintenance, modifications, purchases and expenditures. Work not to be completed without approval of the TNRD Manager of Utility Services.
4. Record all activities, observations and relevant information in the on-site log book, provided by the TNRD.
5. Submit log sheets and maintenance summary forms on a monthly basis (to be submitted with monthly invoice). This includes a record of pump run times, flow rates, pressure readings, liquid levels, chemical usage and water quality readings.
6. Transport sodium hypochlorite to the site, from the TNRD shop in Kamloops.
7. Ensure all services comply with regulatory agencies including, but not limited to, Work Safe BC and Interior Health Authority.
8. The TNRD provides support crews and equipment for all significant repairs that are outside of normal or routine maintenance.

Pump House

1. Inspect pumps and pump control systems and instrumentation three (3) times weekly.
2. Perform regular cleaning, calibration and maintenance of the turbidity, chlorine and pH analyzers as directed by the TNRD.
3. Monitor pumps and motors for unusual noises, vibrations, and excessive heat or flow changes.
4. Identify, troubleshoot, correct and report minor equipment issues.
5. Inspect the disinfection system, including pumps and supply lines, to ensure proper operation, adequate disinfection levels and a fresh supply of sodium hypochlorite is maintained, if applicable.
6. Perform chemical feed pump annual maintenance, if applicable.
7. Safely handle, store and utilize treatment chemicals.
8. Record chemical use, chlorine residual and volume of raw water used and compare chemicals used to volume of water used.
9. Ensure the heating and ventilation system is operational to prevent condensation, freezing and system damage.
10. Maintain interior of pump house in a clean and orderly condition. Paint walls and pipe works as required and maintain a clean, safe working environment.
11. Keep exterior of pump house in good repair, and the area free from weeds. Perform any necessary minor maintenance as required.
12. Inspect and exercise all valves annually and check that control valves are operating properly.

Reservoir

1. Inspect the reservoir monthly to ensure the vent pipe and screens, hatch, lock, ladders and drains are secure and in good repair; perform or arrange for repairs as needed.
2. Inspect the overflow drains and ditches monthly for any apparent leaks.
3. Inspect the interior of the reservoir monthly for cleanliness contamination.
4. Inspect reservoir weekly throughout the winter months to check for any signs of freezing or leakage.

5. Keep the area free from trees, weeds, etc. and cut as needed.
6. Shock the reservoir (add sodium hypochlorite) as directed by the TNRD.
7. Liaise with Manager of Utility Services to ensure the reservoir is cleaned and leak tested as required. Assist with the planning, coordination and the cleaning as needed.
8. Compare SCADA level reading to observed values to ensure accurate data.

Distribution System

1. Manually check chlorine residuals in the System twice weekly, or as directed by the TNRD. Take corrective action when residuals are unacceptable, if applicable.
2. Collect bacteriological water samples weekly and submit to the designated IHA collection point.
3. Notify the TNRD of any water quality issues immediately and assist with notifications (Boil Water, Water Quality, Do Not Use, etc...) as required.
4. Collect comprehensive water samples as directed by the TNRD.
5. Inspect the entire system weekly for leaks and non-conformance with applicable bylaws, including sprinkling and water restrictions. Report issues to the TNRD and issue violation notices to residences as directed.
6. Exercise all distribution system valves, exclusive of curb stops, annually.
7. Prepare fire hydrants for winter use (drain and fill with antifreeze if required).
8. Perform routine water service on and off requests, as directed by the TNRD.
9. Test and inspect all new water connections, as requested by the TNRD.
10. Keep system drawings up to date by submitting all additions, changes, and "as built" information, as needed.
11. Inspect and record water meters as requested by the TNRD.
12. Paint hydrants (red), standpipes (red), and water main valve boxes (blue) as required.
13. Attend to all scheduled inspections, repairs, maintenance and on-site contractor work.
14. Troubleshoot and address water related complaints, on the public water system.
15. Proactively identify distribution system problems and recommend solutions. Coordinate and/or perform repairs as directed.
16. Periodically check water levels at the source and record observed changes to establish seasonal trends.

Additional Services:

All "Additional Services" require prior approval of the TNRD

1. Annual pressure reducing valve (PRV) maintenance, if applicable.
2. Inspect operation of air release valves.
3. Flushing of the distribution system, as scheduled by the TNRD.
4. Locating and marking of curb stops (painting the tops blue).
5. Raise/lower, repair and clear around curb stops as required.
6. Inspect, maintain and flow test all hydrants and standpipes. Arrange for the repair of all deficient hydrants. Keep areas around hydrants/standpipes clear of vegetation.
7. Respond to all water system emergencies and emergency calls (calls not requiring immediate intervention are included in the "Standby Allowance").

(Schedule "A", collectively, the "**Services**").

SERVICE AGREEMENT

Loon Lake Community Water System

SCHEDULE "B"

PAYMENT RATES

Throughout the term and upon receipt of monthly invoices, the TNRD will pay the Contractor the following for performance of the services outlined in this Agreement:

	RATE (plus applicable taxes)
Monthly Services as defined in Schedule "A"	\$1,125.00 / month
Standby Allowance	\$220.50 / month
Additional Services and other services beyond the scope of Schedule "A"	\$ 33.10/ hour
Mileage – applicable to travel outside of Community Water System boundaries	\$ 0.61 / km ***
Not to Exceed:	\$ 25,000.00

*** Mileage Rate adjusted in accordance with TNRD standard mileage rates ***

GST Registration Number _____

WorkSafe BC Registration Number _____ N/A _____

SERVICE AGREEMENT

Spences Bridge Community Water System

SCHEDULE "A"

SERVICES AND SPECIAL PROVISIONS

Water System Contractors (the "Contractor") are representatives of the Thompson-Nicola Regional District (the "TNRD") and shall, at a minimum, adhere to the relevant TNRD policies and procedures as they carry out their duties. The Contractor is accountable for routine monitoring, operation and maintenance of the Spences Bridge Community Water System (the "System"). The Contractor is responsible for providing satisfactory continuous service for the entire contract period and is responsible for providing suitably qualified persons for temporary relief in the event the Contractor is away or temporarily unable to fulfill its duties under this contract. In such events, the TNRD must be notified of the relief persons contact information, the relief workers credentials and the duration of the temporary period.

All concerns or issues must be reported to and escalated to the TNRD Manager of Utility Services. The TNRD will provide all necessary specialized tools and equipment upon request, at its sole discretion. The Contractor is responsible for the provision of standard tools for use in this contract including, but not limited to: wrenches, sockets, hammers, screwdrivers, and weed trimmers.

The Contractor must maintain EOCP certification "In Good Standing." Proof of certification shall be made available to the TNRD upon request.

The SCADA system requires that the Contractor have an active mobile phone where the operator can receive alarm/trouble calls from the System and remotely access the controls. The standard monthly rate is considered to include compensation for cell phone, internet and computer use.

The contractor is responsible for his/her own PPE with the exception of:

- Face shields,
- Rubber gloves; and,
- Aprons for use with sodium hypochlorite.

All confined space entries shall be arranged with the TNRD as required. The Contractor is not permitted to enter confined spaces within the System without the approval of the Manager of Utility Services and/or his designate.

Monthly Services:

General

1. Perform duties in a safe manner, correcting and reporting any unsafe conditions.
2. Inspect & maintain PPE and safety equipment as needed.
3. Provide the TNRD with a work plan and estimated cost for all planned maintenance, modifications, purchases and expenditures. Work not to be completed without approval of the TNRD Manager of Utility Services.
4. Record all activities, observations and relevant information in the on-site log book, provided by the TNRD.
5. Submit log sheets and maintenance summary forms on a monthly basis (to be submitted with monthly invoice). This includes a record of pump run times, flow rates, pressure readings, liquid levels, chemical usage and water quality readings.
6. Transport sodium hypochlorite to the site, from the TNRD shop in Kamloops.
7. Ensure all services comply with regulatory agencies including, but not limited to, Work Safe BC and Interior Health Authority.
8. The TNRD provides support crews and equipment for all significant repairs that are outside of normal or routine maintenance.

Pump House

1. Inspect pumps and pump control systems and instrumentation three (3) times weekly.
2. Perform regular cleaning, calibration and maintenance of the turbidity, chlorine and pH analyzers as directed by the TNRD.
3. Monitor pumps and motors for unusual noises, vibrations, and excessive heat or flow changes.
4. Identify, troubleshoot, correct and report minor equipment issues.
5. Inspect the disinfection system, including pumps and supply lines, to ensure proper operation, adequate disinfection levels and a fresh supply of sodium hypochlorite is maintained.
6. Perform chemical feed pump annual maintenance.
7. Safely handle, store and utilize treatment chemicals.
8. Record chemical use, chlorine residual and volume of raw water used and compare chemicals used to volume of water used.
9. Ensure the heating and ventilation system is operational to prevent condensation, freezing and system damage.
10. Maintain interior of pump house in a clean and orderly condition. Paint walls and pipe works as required and maintain a clean, safe working environment.
11. Keep exterior of pump house in good repair, and the area free from weeds. Perform any necessary minor maintenance as required.
12. Inspect and exercise all valves annually and check that control valves are operating properly.

Reservoir

1. Inspect the reservoir monthly to ensure the vent pipe and screens, hatch, lock, ladders and drains are secure and in good repair; perform or arrange for repairs as needed.
2. Inspect the overflow drains and ditches monthly for any apparent leaks.
3. Inspect the interior of the reservoir monthly for cleanliness contamination.
4. Inspect reservoir weekly throughout the winter months to check for any signs of freezing or leakage.

5. Keep the area free from trees, weeds, etc. and cut as needed.
6. Shock the reservoir (add sodium hypochlorite) as directed by the TNRD.
7. Liaise with Manager of Utility Services to ensure the reservoir is cleaned and leak tested as required. Assist with the planning, coordination and the cleaning as needed.
8. Compare SCADA level reading to observed values to ensure accurate data.

Distribution System

1. Manually check chlorine residuals in the System twice weekly, or as directed by the TNRD. Take corrective action when residuals are unacceptable.
2. Collect bacteriological water samples weekly and submit to the designated IHA collection point.
3. Notify the TNRD of any water quality issues immediately and assist with notifications (Boil Water, Water Quality, Do Not Use, etc...) as required.
4. Collect comprehensive water samples as directed by the TNRD.
5. Inspect the entire system weekly for leaks and non-conformance with applicable bylaws, including sprinkling and water restrictions. Report issues to the TNRD and issue violation notices to residences as directed.
6. Exercise all distribution system valves, exclusive of curb stops, annually.
7. Prepare fire hydrants for winter use (drain and fill with antifreeze if required).
8. Perform routine water service on and off requests, as directed by the TNRD.
9. Test and inspect all new water connections, as requested by the TNRD.
10. Keep system drawings up to date by submitting all additions, changes, and "as built" information, as needed.
11. Inspect and record water meters as requested by the TNRD.
12. Paint hydrants (red), standpipes (red), and water main valve boxes (blue) as required.
13. Attend to all scheduled inspections, repairs, maintenance and on-site contractor work.
14. Troubleshoot and address water related complaints, on the public water system.
15. Proactively identify distribution system problems and recommend solutions. Coordinate and/or perform repairs as directed.
16. Periodically check water levels at the source and record observed changes to establish seasonal trends.

Additional Services:

All "Additional Services" require prior approval of the TNRD

1. Annual pressure reducing valve (PRV) maintenance, if applicable.
2. Inspect operation of air release valves.
3. Flushing of the distribution system, as scheduled by the TNRD.
4. Locating and marking of curb stops (painting the tops blue).
5. Raise/lower, repair and clear around curb stops as required.
6. Inspect, maintain and flow test all hydrants and standpipes. Arrange for the repair of all deficient hydrants. Keep areas around hydrants/standpipes clear of vegetation.
7. Respond to all water system emergencies and emergency calls (calls not requiring immediate intervention are included in the "Standby Allowance").

(Schedule "A", collectively, the "**Services**").