



**PURCHASING DEPARTMENT  
CITY OF HUNTINGTON BEACH  
2000 MAIN STREET  
HUNTINGTON BEACH, CA 92648-2702**

11-0629  
**Quotation Number**  
Show this number on outside of  
your envelope.

**REQUEST FOR QUOTATION**

**Please enter your company name and address**

**Date Released: June 1, 2011  
Bids will be received until 4:00pm  
June 29, 2011  
at the office of the Purchasing  
Division 1<sup>st</sup> Floor City Hall  
Marilyn Goldstein  
<mailto:purchasing@surfcity-hb.org>**

DESCRIPTION			
The City of Huntington Beach is accepting proposals from qualified vendors to oversee the operation and maintenance of the city's three oil wells, tank farm and other associated equipment. Responsibilities will include activities related to the maintenance and operation of these facilities.			
<b>There will be a mandatory jobwalk to visit Civic Center Oil Wells #1,2 &amp; 3 and Miley Keck Tank Farm. The jobwalk will be on Friday June 17, 2011 at 8:00am. Please meet at the Civic Center located at 2000 Main Street, Huntington Beach directly in front of the Police Department next to the empty fountain.</b>			
This agreement is effective for one year from the date on the agreement. At the option of the City, the agreement may be extended for additional one year periods not to exceed three (3) additional one year periods			
<b>ALL ADDENDUMS WILL BE POSTED ON THE CITY WEBSITE</b>			
<a href="http://www.huntingtonbeachca.gov">www.huntingtonbeachca.gov</a>			

Bidder shall signify receipt of all Addendum here, if any:

Addendum Number	Date Received	Bidder's Signature

**Please quote your most competitive pricing, INCLUDING ANY GOVERNMENT OR CO-OPERATIVE AGREEMENT PRICING.**

"PIGGYBACK" CLAUSE. Bidder shall indicate below if he will extend the same prices, terms, and conditions of his bid to other public agencies: \_\_Yes \_\_No. Bidder's response to this question will not be considered in award of bid. When the Bidder extends the prices, terms, and conditions of this bid to other public agencies, the contract shall be between Bidder and the other agencies, and the City of Huntington Beach shall bear no responsibility or liability for the contracts.

**Submission of Responses: Each submittal shall be in a sealed package marked " BID #. Bids must be submitted not later than 4:00 pm to: Buyer: City of Huntington Beach /Purchasing Division, 2000 Main Street, P.O. Box 190, Huntington Beach, CA 92648-0190**

**All quotations must be signed**

	_____	Total: _____
	Signature	Sales Tax: _____
		Total: _____
Delivery to be made on or before:	_____	Terms: _____ % _____ days
	Print Name	Email: _____
	Company Name	
or _____ days from receipt of order.	Title _____	
	Date _____	
	Phone Number _____	

**EMAIL AND FAXED  
BIDS ARE NOT ACCEPTED**

**THIS IS NOT AN ORDER**

## **SCOPE OF WORK**

The Oil Pumper will be responsible for overseeing the operation and maintenance of City of Huntington Beach oil wells, tank farm and other associated equipment. This includes:

1. Civic Center Oil Wells # 1, 2 and 3; gathering lines from Wells # 2 and 3
2. Product line from city wells to the Miley-Keck Tank Farm
3. Miley Keck Tank Farm
4. Shipping pump and motor
5. Other associated equipment

## **Facility Maintenance**

Facility maintenance activities will include:

1. Performing surveillance of all wells, pipelines, the tank farm and support equipment on a daily basis in order to identify and perform necessary maintenance and repairs.
2. Supervising required maintenance or repairs and, when necessary, coordinating with and overseeing the work of outside contractors.
3. Maintaining site housekeeping and performing clean-up of minor spills.
4. Maintaining compliance with all applicable local, state and federal regulations.
5. Meeting with fire department representatives on a regular basis to review the status of maintenance and operations needs. During this meeting the pumper shall provide a written report of monthly work activities, daily facility inspection logs, production logs, gauging, and shipping records. Proposals for work needed and invoices for work completed shall also be submitted. The fire department may schedule additional meetings on an as-needed basis.
6. Making emergency contact with fire department representatives regarding any maintenance and/or operational problems with wells, pipelines, tank farms or support equipment.

## **Facility Operation**

Facility operation responsibilities will include:

1. Utilizing the best management practices for daily on-going operation of oil wells, pipelines and the tank farm.
2. Monitoring well production and maintaining production records.
3. Prepare monthly production reports and forward to the Huntington Beach Fire Department for the required California Division of Oil, Gas and Geothermal Resources (DOGGR) "OG 110" report submittal.
4. Conduct regular shipping of well product. This includes providing the Fire Department the original shipping receipt.

5. Ensuring the daily operation of wastewater and vapor recovery equipment.
6. Oversee testing required by the Orange County Sanitation District and arrange for submittal of testing results, with a copy to be provided to the Huntington Beach Fire Department.
7. Oversee appropriate use associated petroleum production chemicals e.g. corrosion inhibitors, emulsifiers, etc. This includes coordination with chemical supplier to ensure periodic chemical analysis is performed to confirm correct chemical usage.
8. A log of daily city oil production facilities inspections and any work conducted shall be submitted to the Huntington Beach Fire Department monthly.
9. Oil Pumper shall provide staff available on a 24 hour a day call back basis to address City oil production emergencies. Once contacted, Oil Pumper would be required to have a staff member arrive to City oil production facilities in no less than sixty (60) minutes.

**Facility Refurbishment**

Facility refurbishment/maintenance responsibilities will include:

1. Overseeing the maintenance or repair of all oil facility refurbishment projects and, when required, coordination with outside contractors.
2. Making recommendations for facility improvements or equipment replacement.
3. Any work outside the pumper scope of duties, which will entail a cost more than the agreed upon monthly pumper chargers, shall first receive authorization by the Fire Department’s Fire Marshal or designee.
4. All job estimates must be submitted with a detailed scope of work and the unit price basis consistent with the prices established in the hourly rates and material cost section.
5. Contractor will invoice for all jobs completed on a unit price basis with the prices established in the hourly rates and material cost section, including appropriate mark up on materials, if any. Material invoices must be included with the billing invoices.
6. Material Costs – The maximum material mark-up the City will pay is:

<\$500.00 + 15% trade price or published contractor price Bidder’s mark-up  
 >\$500.00 + 12% trade price or published contractor price Bidder’s mark-up

Material invoices are to be included with billing statements.

7. Monthly Cost: Well Pumping for The City Wells \$ \_\_\_\_\_

If additional work is needed from monthly maintenance, it will have to be separated out from monthly bill.

**Note: The following are highly desirable:**

1. Hazardous materials first responder certification
2. Pipeline certification for pipeline shipping/valves operations

C. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

D. Qualifications

The information requested in this section should describe the qualifications of the firm, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- 2) A summary of the your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- 3) Provide at least five local references that received similar services from your firm. The City of Huntington Beach reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
  - ◆ Client Name
  - ◆ Project Description
  - ◆ Project start and end dates
  - ◆ Client project manager name, telephone number, and e-mail address

E. Compensation

Consultant shall provide the proposed fee structure for all work performed in accordance with this agreement in their proposal. It shall be in the form of a monthly flat fee.

## **EVALUATION CRITERIA**

The City of Huntington Beach may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFQ requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity, and magnitude for other public agencies
- D. Educational background, work experience, and directly related consulting experiences
- E. Price
- F. References

**CITY OF HUNTINGTON BEACH  
INSTRUCTION TO BIDDERS**

**ALL PAGES OF THE BID MUST BE RETURNED**

Quotations are requested for furnishing the items described in accordance with terms set forth herein. All quotations must be F.O.B. delivered. The detailed specifications or brand names or numbers given herein is descriptive and indicates quality and style of item required. Offer to supply articles substantially the same as those described herein will be considered provided the articles offered are equal in quality, durability, and fitness for the purpose intended. Acceptability of alternates will be determined solely by the City of Huntington Beach

**EXAMINATION OF BID** Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

**DISCREPANCIES IN BID DOCUMENTS** Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the Buyer five (5) business days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

**ORAL STATEMENTS** The City of Huntington is not responsible for oral statements made by any of their employees or agents concerning this invitation to bid. If the bidder required specific information, bidder must request that it be supplied in writing by the City of Huntington Beach.

**BRAND NAMES AND SPECIFICATIONS** The detailed specifications and/or brand names stated are descriptive only and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described herein provided the articles are equal in quality, durability, and fitness from the variation in the bid. Acceptability of alternate will be determined solely by the City of Huntington Beach. Bidder must submit specifications when bidding alternative equipment.

**RIGHT TO REJECT** City reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

**SAMPLES** Samples if items, when requested or required, must be furnished to the city free of expense to the city and, if not destroyed by tests will, upon request, be returned at the bidder's expense.

**PRICES** Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. All prices must be firm for the contract term unless the city specifically provides for adjustment. Any proposed pricing adjustment shall be submitted to the City Representative in writing at least thirty (30) days prior to the proposed date of increase. All quotations must be FOB delivered.

**FORM OF BID AND SIGNATURE** The bid must be made on this form only. Bid should be enclosed in a sealed envelope, showing the Request for Quotation Number in the lower left corner, and addressed to the City of Huntington Beach, 2000 Main street, Huntington Beach CA 92648-2702, Attn: Purchasing. This bid must be signed by an officer or authorized employee. Bids may be rejected if this form is not signed.

**SUBMISSION DATE AND WITHDRAWAL OF BIDS** Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Central Service Division receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**

**AWARD OF CONTRACT** The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City

**Insurance Certificate is not required with submittal of Request for Quotation, Awarding vendor will be required to submit for approval before commencement of work.**

## **CITY OF HUNTINGTON BEACH**

Email: [Justin.Wessels@surfcity-hb.org](mailto:Justin.Wessels@surfcity-hb.org)  
Phone: 714-374-5378 Fax: 714-536-5212

**Insurance Requirements vary for different applicants. Please see the below listed applicant types followed by the insurance requirements.**

City of Huntington Beach Resolution 2008-63 requires that contractors, permittees, licensees/lessees and vendors have an approved Certificate of Insurance on file with the City of Huntington Beach for the issuance of any permit or city contract.

The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is faxed, it must come directly from the insurance provider to the City of Huntington Beach. All insurance must be from a California admitted carrier with a current A.M. Best's Rating of no less than A:VII

**1. CONTRACTORS** – Any persons or entities or Contract with the City and/or provide service to the City which are readily available and efficiently procured by competitive bidding.

*Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements*

**2. DESIGN PROFESSIONALS-** Professional Service contractors who contract with the City and/or provide architectural and/or engineering services to the City.

*Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage*

**3. LICENSEES/LESSEES** – any person or entities who make contract with the city for the use of public property.

*Requirements: General Liability, Workers' Compensation, Property Insurance, Additional Insured Endorsement*

**4. PERMITEES** – any persons or entities who make application to the City for any use of encroachment upon any street, waterway, pier, or City property.

*Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements*

**5. Professional Services** – means those services, which involve the exercise of professional discretion and independent judgment on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to Huntington Beach Municipal Code Section 3.02. Such Services shall include but not be limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

*Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage*

**Private Property Work Permit Requirements** – If the planned work does not involve public property or its right-of-way (e.g. sidewalk/street), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific "Private Property Only" approval stamp.

- **General Liability (G/L)** – The general liability requirement is for \$1,000,000 with “per occurrence” type claims coverage and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. (see below for Additional Insured requirements)
- **Additional Insured Endorsement Requirements** – The City, its officers, elected or appointed officials, employees, agents and volunteers are to be specifically named and covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its agents, officers and employees. The endorsement should include the policy number it correlates to.
- **Primary Insurance** – General Liability Insurance coverage shall be primary insurance as respects the City, its agents, officers, and employees. Any insurance or self-insurance maintained by the City, its agents, officers, and employees shall be excess of the submitted insurance and shall not contribute with it.
- **Description of work** – The staff contact and purpose of the evidence of coverage must be identified on the certificate of insurance.
- **Automotive Insurance** – Automobile insurance requirement is for \$1,000,000 and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. The City of Huntington Beach has a zero deductible/SIR requirement.
- **Worker’s Compensation Insurance (W/C)** – The Worker’s Compensation insurance requirement is the State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. Certificate holder listed on the certificate is:  
 City of Huntington Beach, 2000 Main St., Huntington Beach, CA 92648.  
 If your organization/company has no compensated employees working on the project, you may complete and return a “Non-Employer Status” form to be used in lieu of a W/C insurance certificate.
- **Cancellation Clause Notice** – The cancellation clause must contain a thirty (30) day notice. A ten (10) day notice for non-payment of premium is acceptable in combination with 30 day notice.
- **Professional Liability** – Coverage must be provided at a minimum of \$1,000,000 per occurrence and in the aggregate.
- **Deductibles**– The following deductibles are acceptable and all others must be removed from the insurance policy or a waiver can be requested (see below) :
  - **General Liability** - \$5,000
  - **Auto Liability** - \$1,000
  - **Professional Liability/Errors & Emissions** - \$10,000
- **Waiver Procedure** – If unable to comply with a requirement, the “INSURED” may request a waiver of a specific requirement. The Insurance Waiver form is an internal form that the City of Huntington Beach will complete. (see following page for waiver form) ***The exception to the waiver is the G/L & Auto “Additional Insured Endorsement” page.***

# Waiver Procedure

To request a waiver, indicate here  and provide a brief description ( 1 – 2 sentences) of the proposed work/project, its dollar value (if not a specific dollar amount, use an average, annual estimate or non-profit) and projected timeframe (per job or as-needed basis).  
For substantial dollar deductible/SIR amounts, a financial statement is required (Balance Sheet, Budget Reports, Dun & Bradstreet Report, etc.).

Waiver Requested: \_\_\_\_\_

Encroachment Permit       Private Property Work Permit       Consultant Services

Other: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Dollar Value: \_\_\_\_\_

Projected Timeframe: \_\_\_\_\_