

Town of Henderson, NY
12105 Town Barn Road Henderson, NY 13650
(315) 938-5542

Request for Proposal

The Town of Henderson, New York (Town) is seeking Proposals from firms interested, experienced, and knowledgeable in providing full-service operations, maintenance, and management of the Water Treatment Plant and distribution system (collectively the "Facilities") as described in this document. The Town would like the proposal breakdown separately for the treatment plant and for the distribution system.

The Town of Henderson will receive proposals until Friday, February 28, 2025. Proposals must be submitted to the Town of Henderson, Town Clerk's Office, 12105 Town Barn Road Henderson, NY 13650. Proposals should be titled Town of Henderson Water Facilities Services.

1.0 Background and Objectives

The Town is interested in maximizing benefits for its citizens from this effort and views the intended relationship as a partnership venture in which the issues are quickly and fairly resolved to the mutual benefit of the Town, its taxpayers, and the successful respondent. The Town and the successful respondent shall enter into a mutually binding operation, maintenance, and management agreement addressing the topics contained in this document. The Town, therefore, reserves the right to expand the scope of services to include additional or decreased responsibilities.

The Town is currently and will continue contracting the operation of the Facilities with an outside entity experienced in operating these types of systems. The objectives of these operations include, but are not limited to:

- Cost-effectively managing, operating and maintaining the Facilities.
- Operating Facilities in full compliance with local, state, and federal regulations and statutes.
- Providing technical assistance to address the Town's existing assets, future capital projects, Town, and regulatory issues.
- Assisting with capital projects, repairs, and improvements to the Facilities

Contract operations require the respondent to provide all Facilities operations. The respondent will be responsible for:

- Aspects of facility management and operation.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the respondent in accordance with the manufacturer's

recommendations, and the respondent will be required to provide proof thereof to the satisfaction of the Town.

Required capital expenditures will continue to be the responsibility of the Town. Utility costs are not to be included in the scope or associated pricing.

The Town's ultimate objectives for the operation of the current and future Facilities is to select a respondent who will provide a strong technical support team, ensure the Facilities operate in compliance with all relevant regulations, improve maintenance and provide efficiencies. In addition, the Town wants to reduce its exposure to risks from possible operator errors related to compliance and safety.

2.0 Overview of Services

The Town is seeking a qualified firm capable of providing operation, maintenance, management, and other related services for the Facilities. This may include, but not be limited to, provision of:

- Order and coordinate delivery of all chemicals at all the Facilities
- Sampling
 - Proposer shall have an approved QA/QC program
- Routine and Corrective Maintenance of Facilities and associated equipment
 - Routine and Corrective Maintenance records will be maintained on a computerized maintenance management system
- Reporting to regulatory agencies
 - Prepare all reports required by regulatory agencies
 - All reports will be reviewed and signed by the Town's Administrator or designated representative
- Management of the operations
 - Operations records will be maintained in accordance with state regulations
 - The proposer shall utilize a database software for process control items equivalent to the one currently used by the contractor (Fulcrum). All records shall have an instantaneous backup system secured off-site
- Maintain an acceptable appearance of all facilities
 - Facilities shall not be used for junk storage and shall be kept orderly and clear of loose obstacles, excess mud, and dirt and in good appearance.
- Reporting to Town Officials
 - Submit monthly written reports
 - Periodically attend Town Board meetings and provide summary of operations

and maintenance.

The respondent will be responsible for satisfying the State of New York regulatory requirements and for operating, maintaining, and managing the Facilities in compliance with all other applicable local, state, and federal laws and regulations. Services for the operation, maintenance, and management of the Facilities shall be provided in a safe, secure, effective, and efficient manner.

The Selection Process

The Town Board will have final approval and award the contract.

The Town Staff and Board will make its decision based on information gathered during the procurement process and evaluation criteria outlined in this section.

- i. Technical competence
- ii. Qualifications of personnel
- iii. Experience of Firm
- iv. Experience working with similar facilities
- v. Overall abilities of Firm to provide backup and additional services
- vi. Impression of the proposal including organization, clarity, conciseness, and thoroughness.
- vii. Price/Value of proposed services.

Additional Information

Contact Karen Richmond, Town Supervisor, at 315-938-5542 ext 27 or by email Supervisor@townofhendersonny.org or David Poulin, Town Board Member, at 315-297-8805 or by email at davepoulintownboard@gmail.com for answers to any questions regarding this RFP.