

## **SYSTEM OPERATION & MAINTENANCE QUALIFICATIONS**

The Clay Springs Domestic Water Improvement District (CSDWID) is seeking proposals for the contract of a Small Water Distribution System Operator Maintainer. System currently has 170 active meters.

Contract Proposal must fulfill the requirements listed below:

- 1 - Be a Certified Water Operator. A minimum of Grade 1 is required.
- 2 - Perform all regulatory functions for CSDWID as required by Arizona Department Environmental Quality (ADEQ), and as requested by the District Board. This includes but is not limited to required testing, reporting, testing schedules and water treatment.
- 3 - Monitor the system by visiting each of the well sites at least two (2) times per week and completing a log (to be kept at each well-site) showing date, time, well meter reading, disinfectant residual levels, pressure and any anomalies discovered during the visit.  
Compile total gallons of water pumped and Individual service meter gallons used and determine system efficiency, logged readings to be reported when requested at Board meetings.
- 4 - Perform preventive system maintenance as required.
- 5 -- Be available to begin emergency repairs within two (2) hours of notification.
- 6 - Provide emergency on-call service twenty-four (24) hours per day, seven (7) days per week.  
Connect with customer within thirty (30) minutes after the initial call;  
Maintain a Call Log of Customer calls; This log shall indicate Time received, Customer Name, Complaint/Purpose, on Site response time and Resolution of call.
- 7 - Procure applicable Blue-Stake service and any government permit(s) required for work done on the system;
- 8 - Provide Blue-Stake marking as requested by others. Any line breakages resulting from a miss-mark shall be the responsibility of the CSDWID Operator;
- 9 - Perform all meter turn-on's and shut-offs;
- 10 - Perform monthly readings of all active water meters. Meters must be read between the 15<sup>th</sup> and 20<sup>th</sup> of each month and submitted to Administration at least 7 days prior to the end of each month.
- 11 - Perform quarterly readings of inactive meters to verify that they remain inactive and report irregularities to the board.
- 12 - Attend regular monthly Board meetings and provide system reports to the board.
- 13 - Meet with customers and/or potential customers to provide cost estimate for new service installations.

14 – Provide Line repairs, meter installations, and oversee line extensions, etc.

15 - Though not required it is desired that contracted Operator be able to:  
Operate heavy equipment for trenching, major repairs etc.

Include the following in your proposal:

- 1- List of qualifications and years of experience.
- 2- Provide proof of insurance and job-related certifications and licenses.
- 3- Monthly fee for standard operations, above items 1-14.
- 4- Hourly fee for above item 15, man hours and equipment rates.
- 5- Contact Information

If interested in submitting a proposal, send a written proposal to:

CSDWID  
PO Box 412  
Clay Springs, AZ 85923

Proposals must be postmarked no later than May 20<sup>th</sup>, 2022. Proposals will be reviewed on May 28, 2022 at 7:00 AM during an executive session board meeting. Selected candidate will be notified no later than June 4, 2022.

Successful Candidate Contract will begin July 1<sup>st</sup> 2022 for an initial period of 2 years, then upon approval by both parties, may be renewed after that.

**Please note this is a contracted position and does not provide any Benefits, None are implied or specified.**