

RFP 22-71266
TECHNICAL PROPOSAL
ATTACHMENT F

Submission Specifications:

Please use the yellow shaded fields to indicate your answers to the following questions. The yellow fields will automatically expand to accommodate content. Every attempt should be made to preserve the original format of this form. Respondents may reference attachments or exhibits not included in the boxes provided for the responses, so long as those materials are clearly referenced within the relevant answer field and included as legible attachments.

Instructions: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.

Respondent's Name:

Astbury Water Technology Inc.

- 2.4.1 The vendor will provide the day-to-day operation of the wastewater and water distribution systems at the Indiana Department of Correction, Putnamville Correctional Facility, located at 1946 West U.S. Hwy 40, Greencastle, Indiana. Vendor will be responsible for the day-to-day operation of the systems using Vendor's employees. Contractor will work cooperatively with IDOC employees and report all relevant issues with operation of the system to the Putnamville Correctional Facility Powerhouse Director.

Respondent must submit in its response to this specification an overview of how it will provide and operate the wastewater and water system operations at the Putnamville Correctional Facility, including an estimated timeline of takeover, and a description of the contractors employees that will be operating the systems.

Immediately upon the date of contract activation, Astbury Water Technology Inc. (Astbury) will be able to take over all aspects of the day-to-day operation. Astbury is fully staffed to perform this work and is currently performing these duties with a high degree of competence. There will be no drop-off of services or learning curve associated with the new contract.

- 2.4.2 Vendor's employees assigned to operation of the water systems shall include a licensed wastewater plan operator, licensed through the State of Indiana, and a licensed water distribution system operation, licensed through the State of Indiana. One employee may hold both licenses. Vendor agrees that its staffing will include these licensed employees, with licenses kept current, throughout the term of the contract. The vendor will agree to immediately notify the IDOC of any failure or interruption in the system, any potential problems, any need for repair or replacement of equipment, and any issue of violation or non-compliance. Contractor will work cooperatively with IDOC employees and report all relevant issues with operation of the system to the Putnamville Correctional Facility Powerhouse Director.

Respondent must indicate its agreement to comply with this specification. In addition, respondent must provide a staffing plan that includes the employees, if already designated, that will be operating the water systems, along with all licenses and qualifications held by the employees. If not yet designated, respondent should describe the position each employee will occupy and the qualifications and licenses the respondent will designate for the employee to fill the position and how it will maintain all required licensing.

Astbury already provides both the properly licensed and certified drinking water and wastewater operators who are currently fulfilling these roles and will continue to do so if awarded a new contract. Additionally, Astbury has significant depth of talent in this area and can efficiently deal with employee turnover, illness, and vacations. Astbury's turnover rate is traditionally very low and our depth of talent and expertise is significant. Ultimate responsibility for these operations falls on company president and founder Daniel Astbury.

2.4.3 Vendor must identify any experience it has in the operation of wastewater or water distribution systems, including identification of the entities for which it performed such work, and the dates of performance.

Astbury has been in the business of operating water and wastewater systems since the early 1980s. Our references include individuals with whom we have worked for over 20 years. We've been the incumbent operator at Putnamville since 2012 and have performed to the satisfaction of Department of Correction and regulatory IDEM personnel. Our references for this project include INDOT. We pioneered the idea of private operation of the INDOT rest area facilities and the program has proven to be quite successful. Our INDOT contact Matthew Frazer can provide additional information about the quality of our services, and the perils of awarding the contract to a lower bidder. This happened years ago and the lower bidder's contract was canceled in less than one year due to poor performance. Other than that eight month timeframe, we have been the incumbent operator at the INDOT rest areas for over 20 years.

2.4.4 Vendor agrees to immediately notify the IDOC of any failure or interruption in the system, any potential problems, any need for repair or replacement of equipment, any issue of violation or non-compliance, or if for any period of time, no matter how short, there is not a properly licensed employee assigned to the operation of either the wastewater, or water distribution system.

Respondent must indicate its agreement and plan to comply with this specification and how this communication will occur.

We will pay close attention to all regulatory issues and our daily service calls include a check of all mechanical equipment. Our Laboratory Information Management system provides immediate notification when any parameter results exceed preset limits, allowing us to quickly and efficiently report issues and address problems

2.4.5 The vendor will be responsible for all daily testing and operation of, in accordance with all Indiana Department of Environmental Management (IDEM) regulations for both wastewater and water systems. Vendor will conduct daily facility visits to monitor and conduct test of drinking water. The vendor will ensure all required water testing requirements are completed using vendor staff.

Respondent must indicate its agreement to comply with this specification and demonstrate knowledge of the water testing requirements.

All testing requirements are thoroughly understood by all operational personnel. Additionally, testing requirements are entered into our Computerized Maintenance Management System for notifications of periodic requirements. Compliance with testing requirements is a key element of all proper operation. In addition to the required regulatory tests, we also perform process control testing on a very frequent basis to ensure optimized operation of all facilities.

2.4.6 The vendor will be responsible for the testing in accordance with all IDEM regulations for both systems.

Respondent must indicate its agreement to comply with this specification and demonstrate knowledge of the IDEM regulations

All of our operators have a thorough understanding of permit requirements. This is a basic requirement of employment.

2.4.7 The vendor will be responsible for providing and implementing a computerized maintenance management system to schedule and track all routine preventive maintenance activities associated with the wastewater plant including calibrations, blower service, lift station service, and testing requirements.

Respondent must indicate its agreement to comply with this and plan of implementation.

Astbury employs a Computerized Maintenance Management System (CMMS) using software developed by a company called L lumen. We've been using this for several years. It provides the necessary reminders and documentation to ensure that all routine maintenance activities are completed in a timely fashion. It is also used to track testing requirements, calibrations, and expenses associated with nonroutine maintenance

2.4.8 The vendor will be responsible for minimal maintenance of the water systems, e.g., cleaning of bar screen if needed; spraying down clarifiers if needed, and any light maintenance that is required to keep the water systems in operation until the facility staff is notified. The contract resulting from this RFP is for operation of the wastewater and water systems only. The vendor shall not obtain a propriety interest in any equipment, fixtures, or real property of the water systems, nor have a right to enter into an agreement with any third-party that impact the water system without the express written approval of the Indiana Department of Correction.

Respondent must indicate its agreement to comply with this and plan of implementation.

Astbury understands the scope of work required and the limitations of the contract that would result from this RFP.

2.4.9 The vendor will be the responsible, authorizing agent for the wastewater and water systems and will provide the IDOC Physical Plant Director with a copy of all relevant reports and communications. The vendor will be responsible for day-to-day monitoring of systems and discharge fluids. The vendor will be responsible for the organization of all buildings, operating systems, and their components. The vendor will not be responsible for the maintenance of existing equipment, to including major repairs, needed upgrades, and replacement as needed; however, vendor will be responsible for light repairs and adjustments to equipment as needed to maintain the systems. "Light repairs and adjustments," are those that can be made with available and/or inexpensive materials and parts using a short amount of time. Vendor should immediately notify the Indiana Department of Correction if more extensive or substantial repairs and adjustments are needed.

Respondent must indicate its agreement to comply with this and plan of implementation.

Astbury understands the scope of work required under the contract that would result from this proposal and is the type of repairs that require immediate notification for more extensive or substantial repairs and adjustments.

2.4.10 The vendor will be responsible for all day-to-day monitoring of systems and discharge fluids.

Respondent must indicate its agreement to comply with this and plan of implementation.

Astbury fully understands that this is a seven day per week requirement to perform all day-to-day monitoring of systems and discharge fluids

2.4.11 The vendor will be responsible for the organization of all buildings, operating systems, and their components.

Respondent must indicate its agreement to comply with this specification.

Astbury understands the responsibility for organization of all buildings, operating systems and components related to the water and wastewater operations

2.4.12 The vendor will be responsible for the removal and/or treatment of sludge produced by the waste water operation. This can be coordinated with the Putnamville Correctional Facility's composting operation if agreed by the parties.

Respondent must indicate its agreement to comply with this specification.

Astbury understands its responsibility for dewatering, treatment, and removal of waste sludge.

2.4.13 The vendor will be responsible for ensuring the water system is only utilized by the Putnamville Correctional Facility and its residences.

Respondent must indicate its agreement to comply with this specification

Astbury understands that the water system can only be utilized by the Putnamville Correctional Facility and its residences.

2.4.14 The vendor will send a hard copy of all required weekly, monthly, and annual reports, etc., to the Physical Plant Director of the Putnamville Correctional Facility on a timely basis.

Respondent must indicate its agreement to comply with this specification

The Physical Plant Director will be sent a hard copy of all required reports on a timely basis.

2.4.15 The vendor will send a copy of all plant inspections, violations, and the responses, and plans of correction thereto, to the Physical Director of the Correctional Facility on a timely basis.

Respondent must indicate its agreement to comply with this specification

Astbury will send a copy of all plant inspections, violations, and inspection responses To the Physical Plant Director. Astbury will draft all correspondence with regulatory officials to be approved by the Physical Plant Director. All submittals will be provided on a timely basis.