

Town of Jerome

Proposal for
Wastewater Treatment System &
Water System
Consulting, Operation and Maintenance

June 11, 2023

Prepared by:

Contract Wastewater Operations, LLC
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This proposal is for the **Consulting/Operation and Maintenance** of the Town of Jerome (Town) Wastewater Treatment System & Water System. It is Contract Wastewater Operations' proposal that our company assists the Town to maintain compliance with all Federal, State, County and local requirements by providing services setting up, implementing, managing and coordinating all wastewater treatment plant operations and reporting as well as managing all water system compliance monitoring and assisting with water system source (springs) management.

Responsibilities of Contract Wastewater Operations (CWO):

- Provide routine inspection, preventive maintenance and maintenance on the Town's wastewater treatment system equipment and processes as per the May 2002 Operations and Maintenance Manual to ensure proper operation with some noted exclusions listed as "Responsibilities of the Town of Jerome" below.
- Take wastewater samples at the Town's wastewater treatment plant during various stages of treatment to determine process effectiveness. Make process control changes to manipulate the biological activity to achieve the best possible treatment.
- Read gauges and meters and maintain logs according to schedule developed using the O&M Manual and permit requirements.
- Perform required compliance sampling, arrange for transportation of those samples to a certified laboratory, and submit the required reports to ADEQ for the Town's wastewater treatment facility as well as the Town's water system.
- 24-Hour, 365 days per year emergency on-call assistance via cell phone service with a 2-hour maximum response time.
- All other duties normally associated with the operation and maintenance of a trickling filter/wetlands wastewater treatment system.

Spring Services:

- CWO will assist in the management of the Town's drinking water source (springs).
- CWO personnel will provide service/inspections to the 8 springs along Allen Springs Rd. And the 5 springs in the Walnut area on a monthly basis.
- Records of observations and routes into each spring will be maintained. Collection boxes will be cleared of debris routinely. Spring screens will be changed/cleared regularly.
- Flows will be logged where possible and abnormalities noted. Valves along Allen Springs Rd. will be exercised regularly. Photos and notes will document work performed.
- CWO will maintain business automobile liability insurance for our employees with a minimum single limit of \$1,000,000. This will include bodily injury and property damage with respect to any vehicles used by CWO in the performance of their work.
- CWO will maintain Commercial general liability insurance with a minimum single limit of \$1,000,000. This will include bodily injury and property damage liability, contractual liability, products and completed operations coverage.
- CWO will maintain compliance with all applicable Worker's Compensation and Employer's Liability Acts in the State of Arizona.

Responsibilities of Town of Jerome (Town):

- To provide all materials necessary to properly operate and maintain water system and wastewater treatment facilities in accordance with the May 2002 Operations and Maintenance Manual.
- To provide for all costs of required sample analysis fees incurred from a state licensed laboratory.
- To provide all materials necessary to properly operate and maintain wastewater treatment facility and water system in accordance with all federal, state, county and local laws.
- Maintain all components of wastewater collection system and water distribution system.
- Maintain berms, drainage ditches, open areas and roadway for the wastewater treatment plant in good repair as per page 9 of the O&M manual.
- Remove and dispose of sludge accumulations as needed in the reed beds as per page 6 of the O&M.

Purchasing:

- All purchases made on behalf of the Town by CWO shall be billed to the Town at actual cost. All expenditures outside of approved budgets will be submitted to the Town for prior approval.
- Whenever possible, the Town will be billed directly by material/service providers.

Monthly Contract Price: \$ 4350.00 per month

Term:

The term of this agreement will be for the period of July 1, 2023 to June 30, 2024, or until the new WWTP is completed, whichever comes first. The agreement can be extended/renewed if agreed upon by both parties at the end of the term.

Services provided during emergency situations (spring turn-outs / repairs etc.) will be billed at \$65.00 per hour. All other services requested by the Town outside of this formal agreement will be billed at \$65.00 per hour.

The compensation for services outlined in this formal agreement shall be billed to the Town monthly with submittals, beginning on the first day of every month for the prior month's services.

This agreement shall supersede all prior agreements between CWO and the Town of Jerome.

Accepted by:
Contract Wastewater Operations, LLC

Accepted by:
Town of Jerome Representative

Henry R. MacVittie, Officer Date

Date