

Instructions for Use of the Irrigation System Services’ Request for Proposal Template

The Irrigation System Services’ Request for Proposal (RFP) template was created to assist condominium, townhome, and homeowner associations in obtaining irrigation system services from qualified contractors, with an overall goal of saving water and reducing costs. This document applies to associations who have irrigation systems that are operated, controlled, and managed for the whole association rather than by each individual residence.

The template addresses the overall goal of helping to conserve water and save money by requiring the contractor to perform proactive operation and maintenance on the irrigation system throughout the growing season to identify any needed system repairs and to adjust the system to operate at peak efficiency.

The template begins on page 2 and can be used by any association who wishes to use it. All italicized green text is to be replaced with information relevant to the association, points of contact, and each specific irrigation system. Once an association completes the template with their respective information, the RFP can be advertised to contractors to provide estimates for irrigation services. While not a requirement, an association can request that any contractor who wishes to provide irrigation services be a Certified Irrigation Contractor (CIC), who specializes in the operation and maintenance of irrigation systems. If CICs are preferred for irrigation system operations and maintenance, the following link will direct you to the Irrigation Association webpage, which provides a search tool where you can find CICs: <https://www.irrigation.org/IA/Certification/Hire-Certified/Find-a-Certified-Professional/IA/Certification/Find-a-Certified-Professional.aspx>. It is recommended that you only select “Yes” for the *Certified Irrigation Contractor (CIC)* dropdown box, and select “Minnesota” for the *Select state(s) or provinces(s) in which professional is based* dropdown box, in order to retrieve the most CIC results for your search.

Any questions related to the use of the RFP template can be directed to Travis Thiel at the Vermillion River Watershed Joint Powers Organization, at [travis.thiel@co.dakota.mn.us](mailto:travis.thiel@co.dakota.mn.us) or (952) 891-7546.

***Association Name***

**Request for Proposal**

**Year Irrigation System Management, Maintenance, and Service Contract**

The *Association Name* is seeking proposals from qualified irrigation Contractors for Irrigation System Management, Maintenance and Service for *Year*. The proposed work includes controller management, system inspection, system repair and maintenance, spring start up and winterization. The contract for *Year* will be active from *Contract Start Date* through *Contract End Date*.

1. Format and Procedure
   1. Contractors must respond to this Request for Proposal on the attached Proposal Form.
   2. *Association Name* reserves the right to reject any or all quotes or any part of any quote, to waive minor defects or technicalities, or to solicit for additional proposals as it may deem in its best interest.
   3. *Association Name* shall determine a successful Contractor by considering all specifications including previous experience, Contractor qualifications, references, and price.
2. Submission of Proposal
   1. Proposals must be completed and returned to *Association Name* by ***Date and Time***
   2. Email or Mail completed proposals to:

*Address and/or Email*

1. Contact Person
   1. All request for information regarding this Request for Proposal shall be directed to:

*Name*

*Management Company (if applicable)*

*Phone*

*Email*

1. Contractor Qualifications
   1. Contractor Qualifications shall be submitted with Proposal on a separate document(s).
   2. Documentation of qualifications shall include a copy of all certification or license credentials that provide effective dates.
   3. (*Optional*) If a Certified Irrigation Contractor (CIC) is sought, the contractor shall employ no less than one staff member that is an Irrigation Association (IA) CIC of which will be active in managing, maintaining, and repairing the Association’s irrigation system and that the certification is considered “in good standing”. Preferred qualifications of Contractor include a combination of staff who are CICs and IA Certified Irrigation Technicians (CIT).
   4. Contractor shall be licensed by the Minnesota State Board of Electricity as a Technology Systems Contractor and that company employs not less than one Power Limited Technician and that such licenses are considered “in good standing” by the Minnesota State Board of Electricity.
   5. The Contractor shall submit with proposal a list of three (3) developments of equal or larger acreage and scope of work that have been managed, maintained, and repaired by the Contractor within the last five (5) years including contact information of references.
2. Invoicing and Payment
   1. The Association requires the Contractor to invoice the Association on a preferred invoice cycle basis. Invoices shall be submitted to the following location:

*Name*

*Management Company (if applicable)*

*Phone*

*Email*

1. Insurance and Lien Waiver Requirements
   1. *Association Name or Management Company Required Contractor Insurance Specifications*
   2. *Lien Waiver Details or Requirement*
2. Irrigation System Details (to the best of the Associations knowledge)
   1. *Total approximate irrigated acreage*
   2. *Number of irrigation zones (If known. Include zone map or as-built as an attachment if one exists)*
   3. *Number of water sources (i.e. water meters) and address or addresses of each*
   4. *Number of irrigation controllers*
3. **Scope of Work**

Any and all identified maintenance needs, irregularities, or issues found during the contract tasks: 1) System Startup, 2) Maintenance Checks, and 3) System Shutdown must be reported to the Association and Management Company. Repairs are to be billed separately from the contract and shall specifically identify both the issue and the location of the repair.

* 1. System Startup

1. Reconnect all irrigation equipment including but not limited to pumps, wells, backflow prevention and water services to verify operation and holding pressure as applicable.
2. Charge the system main line(s) and verifying the line(s) is holding pressure.
3. Operate each zone electronically to verify valves and heads are working properly.
4. Ensure that all sprinkler heads are watering only intended irrigated areas. Water should not spray against buildings, onto paved areas, directly into trees or shrubs, or onto other surfaces that do not require irrigation.
5. Identify and adjust all pitched, misaligned and height of all sprinkler heads as necessary, this work shall be included in the System Startup value on proposal form. No additional compensation shall be provided for this work.
6. Identify any broken or non-operational sprinkler heads or zone valves and repair or replace them per the unit price on proposal form.
7. Controller scheduling shall be adjusted based on the next month’s expected weather conditions, or for the expected time until the next scheduled maintenance check to minimize excess watering.
8. Note and report issues to the Management Company and/or Association at the time of startup, including location of issue.
9. Significant issues or repair work that is expected to exceed *$Value* **MUST** be reported to and approved by the Management Company and/or Association prior to the work being completed. Any work completed without prior approval will not entitle Contractor to additional compensation.
   1. Maintenance Checks (five checks per season)
10. Provide a schedule of maintenance checks for the season at the time of contract acceptance. Update Management Company and/or Association with any changes to this schedule throughout the contract period.
11. Maintenance Checks must be scheduled to have no less than thirty (30) days and no more than forty-five (45) days elapsed between each site visit.
12. Operate each zone electronically to verify valves and heads are working properly.
13. Ensure that all sprinkler heads are watering only intended irrigated areas. Water shall not spray against buildings, onto paved areas, directly into trees or shrubs, or onto other surfaces that do not require irrigation.
14. Identify and adjust all pitched, misaligned and height of all sprinkler heads as necessary for them to operate effectively and efficiently. This work shall be included in the Maintenance Check value on proposal form. No additional compensation shall be provided for this work.
15. Identify any broken or non-operational sprinkler heads or zone valves and repair or replace them per the unit price on proposal form.
16. Controller scheduling shall be adjusted based on the next months expected weather conditions, or for the expected time until the next scheduled Maintenance Check to minimize excess watering.
17. Note and report issues to the Management Company and/or Association at each Maintenance Check, including location of issue.
18. Significant issues or repair work found that is expected to exceed *$Value* **MUST** be reported to and approved by the Management Company and/or Association prior to the work being completed. Any work completed without prior approval will not entitle Contractor to additional compensation.
    1. System Winterization
19. Blow out all lines using compressed air.
20. Remove and store all equipment as necessary including but not limited to: water meter(s), pumps, wells, backflow preventors, communication equipment, transducers and control equipment as applicable at Contractor’s own secured, frost-free storage facility.
21. Contractor shall coordinate with the City’s Utilities Department to shut off any and all City water supply lines before winterization of irrigation system.
22. Provide backflow preventor testing and inspection as required by the City. Compensation shall be agreed to by the Management Company and/or Association **PRIOR** to the testing being completed.
23. Contractor shall be required to complete repairs the following spring without additional compensation that are deemed to be the result of incomplete or improper winterization of the irrigation system.

***Association Name***

**Proposal Form**

The undersigned has examined the attached specifications and information provided for the Irrigation System Management, Maintenance, and Service at *Association Name* *and address* for a period from *Contract Start Date* through *Contract End Date* and hereby submits the following proposal:

***Year* Irrigation System Management, Maintenance, and Service**

**Item** **Value**

System Start Up $\_\_\_\_\_\_\_\_\_\_\_\_\_

System Winterization $\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance Checks (total value for 5 checks) $\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRAND TOTAL**  $\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIT PRICING Value**

Replace standard rotor sprinkler (no pipe) $\_\_\_\_\_\_\_\_\_\_\_\_\_ each

Replace standard spray sprinkler (no pipe) $\_\_\_\_\_\_\_\_\_\_\_\_\_ each

Replace electric zone valve 1.5” and smaller $\_\_\_\_\_\_\_\_\_\_\_\_\_ each

Replace electric zone valve 2” and larger $\_\_\_\_\_\_\_\_\_\_\_\_\_ each

Hourly rate for repairs not included in unit pricing $\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour

CONTRACTOR INFORMATION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name Authorized Representative Signature

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Representative’s Name (print) Title

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Contractor’s Address City State Zip

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Phone Number Date of Signature