



James Island Public Service District

Dedicated to Public Service Excellence

**1739 Signal Point Road
Charleston, SC 29412
Phone (843) 795-9060/Fax (843) 762-5240**

REQUEST FOR PROPOSAL (RFP) #WW2020-6

ISSUE DATE: **October 22, 2020**

DELIVERY DUE DATE & TIME: **November 19, 2020**

DELIVERY LOCATION: James Island Public Service District
Administration Building #1 Office
1739 Signal Point Road
Charleston, SC 29412

PROCUREMENT FOR: **Request for Proposal for Flow Meter Study**

DIRECT ALL INQUIRIES: David Hoffman, Director of Wastewater Services
Email: Hoffmand@jipsd.org or Phone: (843) 795-5258

The solicitation does not commit James Island Public Service District to award a contract, to pay any cost incurred in the preparation of the Request for Proposal or to procure or contract for goods or services. It shall be the responsibility of each respondent to ensure that their RFP is received on, or before, the date and time specified. No RFP will be accepted thereafter. The District assumes no responsibility for delivery of RFP's that are mailed and reserves the right to reject all RFP's and to waive any informalities and technicalities in the RFP process.

All Request for Proposal (RFP) shall be submitted under sealed cover and mailed, or hand delivered at the location and time stated herein and will be opened thereafter:

MAILING ADDRESS:

James Island public Service District
Attn: Joanne Tucker
Revenue Collections Manager
Post Office Box 12140
Charleston, SC 29422-2140

STREET ADDRESS:

James Island Public Service District
Attn: Joanne Tucker
Revenue Collections Manager
1739 Signal Point Road
Charleston, SC 29412

Each sealed envelope containing a Request for Proposal (RFP) shall be marked on the outside with the Respondents complete name, address, and proposal number.

NOTE: Please review our website at www.jipsd.org for any amendments to this RFP prior to submitting your proposal on stated date and time.

PART ONE: SCOPE OF SERVICES

Base Scope of Services - The base scope of services shall include, but is not limited to, the following minimum tasks:

Mobilization

Site Investigations - Vendor shall locate the flow monitoring locations in the field and review for hydraulics suitability for monitoring. Vendor shall note presence of debris, erratic flow patterns, or other conditions that could impact flow data quality. Alternate monitoring locations within the vicinity of the proposed location shall be evaluated if poor flow- monitoring conditions are observed. Existing rain gauge locations shall be utilized if the existing rain gauge is within one (1) mile of a flow monitoring location. Existing rain gauges collect data in 15-minute and 1-hour intervals. Site Report - the Vendor shall complete a site report for each proposed monitoring and rain gauge location upon completion of the site investigation.

Site reports shall be submitted to JIPSD within five days of the site investigation. The site report shall include a sketch or photos of the location, description of the physical characteristics and diameters of the monitoring location, monitor type and accuracy for the installed configuration, flow characteristics and measurements, silt depth (identification of need for cleaning). Monitor and Rain Gauge Installation - Vendor shall install flow monitors and rain gauge within two weeks of notification from JIPSD that the proposed monitoring locations are approved.

Monitor Verification - Vendor shall verify that the flow monitors are accurately reporting data. Flow readings shall be recorded at maximum intervals of five (5) minutes. The rain gauge shall record cumulative precipitation in 15-minute increments. For the flow monitors, field crews will take manual depth readings with a ruler and velocity readings with a portable, instantaneous velocity meter to confirm the monitor is collecting accurate data based on actual existing conditions at each location.

Flow Monitoring

Flow Monitoring - Once all flow monitors and rain gauges are installed and verified, the flow-monitoring period shall begin. Vendor shall monitor the flows for 6 months. Start time to be coordinated with both parties.

Preventative Maintenance - Vendor shall visit the monitoring locations and enter the

manhole/monitoring locations as necessary to inspect the monitoring equipment, clean sensors, reset sensors, replace batteries, recalibrate, or verify flow readings, or perform other periodic maintenance necessary to maximize collection of useable flow monitoring data. Vendor shall have extra flow meters available, as necessary, to replace malfunctioning units. Vendor shall periodically inspect the rain gauge over the duration of the Project to ensure the equipment is in good working condition and provides accurate measurements.

Data Collection

All field data (flow and precipitation) shall be provided to JIPSD monthly during the monitoring period.

Data Quality

The vendor shall be expected to provide valid data points each calendar month during storm events. Valid data points are defined as final data that accurately reflects the hydraulic conditions present where the sensors are installed and is not skewed or inaccurate due to debris, misreading sensors, or other problems. Invalid data includes, but is not limited to:

- Unexplained high variations in flow or precipitation readings
- Erratic or zero flow readings for more than 48-hours
- Erratic precipitation readings for more than 48-hours
- Flow values trending upward due to debris buildup and sensor maintenance
- Unexplainable inconsistent trends between meter results within the same basin
- Flows recorded if precipitation gauges are not functioning properly.

All rain gauge and monitoring equipment will be removed from their locations upon conclusion of the monitoring period for that year and their sites restored to their original condition.

Flow Monitoring Equipment, Materials and Labor

Vendor shall provide all flow monitors, rain gauges and associated installation materials, equipment, and labor necessary to perform the work as described in the RFP.

Traffic Control and Confined Space Entry - Vendor shall provide all traffic control and confined space entry personnel and equipment, hand tools, personal protective equipment, safety gear, and manhole entry equipment necessary for monitor location site investigation, installation, monitoring, and demobilization.

Data Processing and Reporting

Monthly Data Analysis - During the monitoring period, data will be analyzed by the Vendor and reported to the City monthly. The monthly analysis will consist of calculating flow at each monitoring location, plotting the flow data, and analyzing depth vs. velocity scatter graphs to evaluate monitor accuracy. All data, including rainfall amounts should be available to view and export from a website and/or software provided by the vendor for a date range entered by the user. The vendor shall conduct a customer training on website and/or software navigation and features, including report generation. Monitoring data shall be provided in printed graphical format, as well as electronic data in Microsoft Excel format.

Final Data Report

Following conclusion of the annual monitoring period, Vendor shall provide a final report consisting of final monitoring location site reports and all flow monitoring data. Data analysis shall document the average, minimum, and maximum dry weather baseline flow; Weekday, Saturday and Sunday diurnal flow on an hourly basis; shall summarize the flow data (dry weather baseline and wet weather peak flows), shall provide rainfall derived inflow and infiltration (RDII) analysis with graph for at least three (3) storms during the monitoring period and will provide a graph of net RDII to rain fall volume. Three bound hard copies of the Final Report shall be provided and an electronic text document in the Microsoft Office platform (Word, Excel, PowerPoint, Project, Visio, etc.).

The District reserves the right to modify the services requested above once the project is awarded.

The District will provide current GIS exhibits and/or "pdf" documentation to prospective respondents on an as requested during the RFP request period. There is a map of the area attached. This map includes maps of the District's general wastewater service area. Prospective respondents desiring to receive additional GIS information are requested from Mr. Kevin VanDyke, JIPSD Wastewater GIS Coordinator at vandykek@jipsd.org.

Questions will be taken up to **72 hours before the closing date and time.**

If a change or additional information is warranted, the District response will be communicated to all Respondents by means of written Addenda that will be posted on the District's website prior to the closing date and time. The District will determine, at its sole discretion, which inquiries require response.

PART TWO: REQUEST FOR PROPOSAL STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Sewer System Evaluation Study".

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Name, title, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

CONTENTS OF RFP

Respondent should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFP's that contain the following information:

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFP response should include:

- a. A brief statement of the respondent's understanding of the scope of the work to be performed.
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of South Carolina.
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years.
- d. A confirmation that the respondent has not engaged in any unethical practices within the last five years.
- e. A confirmation that, if awarded the contract, the respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- f. Any other information that the Respondent feels appropriate.
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFP.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a government entity in dealings with the State of South Carolina, Charleston County, and the James Island Public Service District. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed projects. Preference is for the types of projects like those described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients

attesting to the quality of work and compliance with performance schedules
Respondent cites in this section.

- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in and commitment to the James Island area.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. Provide evidence of adequate financial stability through certified financial statements.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience of this type project described in Part One.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer, (6) Surveyor, (7) Engineer interns, (8) Senior CAD technician, (9) CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One; Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to Part One on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in the Charleston area and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The District shall evaluate each potential Respondent in terms of its:

1. Professional qualifications necessary for satisfactory performance of work required services.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work in the required time.
4. Past performance on contracts with public wastewater agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
5. Location in general geographical area of the flow meter services to be provided and knowledge of the locality of the proposed project area (Southeast Coastal Region).

Respondents will be evaluated based on the written materials submitted and according to the following factors:

1. Experience of the firm with this service 30 pts.
as described in Part One.
2. Current capacity to accomplish work in the required time 30 pts.
3. Reference from other clients attesting to firms:
 - a. Quality of work 25 pts.
 - b. Compliance with performance schedules 15 pts.

Oral interviews may be requested with Respondents Short-Listed by the District. As a result of the interviews, the District will determine which Respondent will be selected to enter contract negotiations. Unsuccessful Respondents will be notified as soon as possible.

Flow Monitoring Fee Proposal

Base Scope Items	Estimated Quantity	Unit	Unit Cost	Cost
Mobilization		Lump Sum		
Flow Monitor Site Investigation and Installation		Each		
Rain Gauge Site Investigation and Installation		Each		
Monthly Data Collection, QA/QC, and Reporting		Per Meter		
Final Report		Lump Sum		
Total Estimated Cost for Base Scope (including taxes)				
Contingent Scope Items		Unit	Unit Cost	
Additional Flow Monitoring Site Investigation and Installation		Each		
Additional Rain Gauge Site Investigation and Installation		Each		
Monthly Data Collection, QA/QC, and Reporting		Per Meter		
Total Estimated Cost for Contingent Scope (including taxes)				

Provide pricing that will be good for the entire contract period.

Contingent items may be increased, decreased, or reduced to zero, see scope of services.

APPENDIX A

Contractor Safety

This document informs interested persons, including employees, that our facility has developed a procedure to transmit safety information both from the JIPSD to contractors and their workers and from contractors and their workers to the JIPSD. Common sense and safety concerns encourage standardization of these communications. These procedures standardize information transfer to make sure that all concerned have the information they need to work safely.

Purpose

A written Contractor Safety policy establishes guidelines to be followed for contractors working at the JIPSD. The rules established:

- ☐ Provide a safe working environment.
- ☐ Govern facility relationships with outside contractors.
- ☐ Ensure that contractor employees and our employees are trained to protect themselves from all potential and existing hazards.

The effectiveness of the Contractor Safety program depends upon the active support and involvement of all employees. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees. It is intended to serve as an additional tool in safeguarding the health and safety of employees.

The Contractor Safety policy establishes uniform requirements designed to ensure that contractor safety orientation, coordination, and safety administration practices are communicated to and understood by employees.

This document is provided to ensure all JIPSD safety plans, policies and procedures are communicated to all participating contractors. It also provides an avenue for contractors to communicate their safety plans, policies, and procedures to the JIPSD. This program aims to prevent personal injuries and illnesses.

Administrative Duties

The Safety Director is responsible for developing and maintaining the program. In addition, the Safety Director and the respective Department Head are responsible for maintaining any records related to the Contractor Safety program.

Explanation of Responsibilities

1. JIPSD Responsibilities

The JIPSD has specific safety responsibilities when hiring contractors to come onto the worksite, onto the grounds, or into the buildings or facilities to perform work. JIPSD responsibilities when hiring contractors include the following listed steps. The JIPSD will:

1. Take steps to protect contract workers who perform work on or near a potentially hazardous process.
2. Obtain and evaluate information regarding the contract employer's safety performance and programs.
3. Inform the contractor of known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
4. Explain the applicable provisions of the emergency action plan to the contractor and require that the contractor disperse that information to all workers who will work at this site.
5. Develop and implement safe work practice procedures to control contract employee entry into hazardous work areas.
6. Maintain a contractor employee injury and illness log.
7. Periodically evaluate the contract employer's fulfillment of his or her responsibilities under this policy.

2. Contractor Responsibilities

Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Contractor responsibilities when accepting contracts with the JIPSD include the following listed steps. The contract employer shall:

1. Assure that the contract employee is trained in the work practices necessary to safely perform his or her job.
2. Instruct the contract employee in the potential fire, explosion, or toxic release hazards related to his or her job and the process.
3. Assure that the contract employee knows the applicable provisions of the emergency action plan.

4. Document contract employee training.
5. Inform contract employees of and then enforce safety rules of the facility, particularly those implemented to control the hazards of the contracted process during operations.
6. Require that all subcontractors abide by the same rules to which the contractor is bound by this section.
7. Abide by the facility smoking rules. Smoking is prohibited within all buildings and in certain areas surrounding some facilities.
8. Therefore, permission must be requested before the contractor's employees are allowed to smoke in any area.

Guidelines for Contractor Safety

The following listed steps are the standard procedures for evaluating and choosing contractors who will work on-site at this company.

Obtain and evaluate information regarding a contractor employer's safety performance and programs when selecting a contractor to perform any type of contract work that might bring them into contact with any hazardous chemical or process on the premises of the JIPSD.

To determine the past safety performance, the group or individual selecting the contractor should consider the contractor's:

- ☐ Employee injury records such as Experience Modification Rate (EMOD) for Workers' C Compensation for the past three years and the contractor's past safety record in performing jobs of a similar nature.
- ☐ OSHA 300A, which includes the injury and illness rates (number of lost-time accident cases, number of recordable cases, number of restricted workday cases, number of fatalities) for the past three years.
- ☐ Incidence rates for lost-time accidents and recordables for the past three years.
- ☐ Written safety program and training system.

For contractors, whose safety performance on the job is not known, obtain information on injury and illness rates and experience and obtain contractor references.

Contractor work methods and experience should be evaluated. Ensure that for the job in question the contractor and its employees have the appropriate:

- ☐ Job skills.

- ☐ Equipment.
- ☐ Knowledge, experience, and expertise.
- ☐ Any permits, licenses, certifications, or skilled tradespeople necessary to be capable of performing the work in question.

The contractor must be willing and able to provide a current certificate of insurance for Workers' Compensation and general liability coverage with the contracting company.

Each contractor must be responsible for ensuring that its employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by the JIPSD, at which it is performing the contracted work.

Possible ways to determine past compliance with such safety regulations include:

- ☐ Requesting copies of any citations for violations occurring within the last three years, to determine the frequency and type of safety laws violated.
- ☐ Having all bidders on jobs describe in detail in writing any safety programs in place at the contractor, infractions, accidents, and Workers' Compensation claims within the last three years. This information will provide James Island Public Service JIPSD with a solid background on that contractor's safety performance and adherence to safety rules and regulations.

Guidelines for Information Exchange

Before contract work begins, the JIPSD shall:

1. Designate a representative to coordinate and communicate all safety and health issues with the contractor. The designated representative will have a copy of the work document, be thoroughly familiar with its contents, and with the safety and health aspects of the work or know who to call to obtain this information. The designated representative is responsible for ensuring that all JIPSD responsibilities listed below are carried out.
2. Provide a copy of the facility's written safety policies and procedures to the contractor.
3. Inform the contractor of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be given the telephone numbers of the nearest hospital, ambulance service, and fire department.
4. Conduct an inspection of the proposed worksite area before the prestart-up meeting so any known information about on-site hazards, particularly non-obvious hazards, are documented and thoroughly communicated to the contractor.

5. Work directly with the contractor's designated representative, with whom all contacts should be made.
6. Conduct a pre-job briefing (walk-through) with the contractor's designated representative and a supervisor from each of the areas of the JIPSD involved in the contractor's work.
7. Review all contract requirements related to safety and health with the contractor's designated representative, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures. Advise the contractor that the facility safety and health policies must be followed. A copy of the facility's safety plans must be furnished to the contractor.
8. Inform contractor's designated representative of the required response to employee alarms and furnish the contractor with a demonstration or explanation of the alarms.
9. Communicate thoroughly with the contractor's designated representative any safety and health hazards (particularly non-obvious hazards and hazard communication issues) known to be associated with the work, including those in areas adjacent to the worksite. Tell them it is the contractor's responsibility to convey this information to its employees.
10. Review preparation of worksite before contractor begins initial work.
11. Identify connect-points for all services, such as steam, gas, water, electricity, etc. Define any limitations of use of such services.
12. Ensure that all affected employees at the JIPSD receive training on all hazards to which they will be introduced by a contractor.

During the contract work, the JIPSD shall:

1. Limit, as necessary, the entry of JIPSD employees into contractor work areas.
2. Monitor the contractor's compliance with the contract throughout the duration of the work. When checking contractor work during the project, note any negligent or unlawful act or condition in violation of safety standards or requirements. Any items noted should be brought immediately to the attention of the contractor's designated representative in writing, with a copy of the notice being sent to the contractor's home office concurrently. However, if an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps should be taken with the contractor's designated representative, or in his or her absence, the contractor's employees to stop the unsafe act or condition. Do not allow work that is in violation of a regulation to continue.

3. Document all discussions, including place, time, and names of contractor employees in attendance.
4. Approve the contractor beginning work each day unless it is routine service or maintenance work or periodic outdoor service or maintenance work.
5. Work for which the JIPSD has developed specific and generally applicable procedures, make sure contractors and their subcontractors follow the same procedures.
6. Do not allow loaning of tools and equipment to outside contractors and their subcontractors. The contractor is required to provide the necessary tools and equipment.
7. Contact the nearest medical facilities, when available, in emergency situations where severity of the injury dictates immediate attention.
8. Obtain a copy of each OSHA recordable injury report from the contractor and subcontractor. Investigate and report to the Safety Director and JIPSD Manager all personal injuries to contractor and subcontractor employees.
9. Investigate and report any property losses. Maintain a contractor accident report file. After conclusion of the contract work, the Department Head and the Safety Director completes a post-project assessment of the contractor's safety performance for the JIPSD Manager to be used for future reference, with a recommendation on whether or not to re-hire the contractor.

1. Contractor Guidelines for Information Exchange

Before the contract work begins, the contractor must:

1. Designate a representative to coordinate all safety and health issues and communicate with the JIPSD's designated representative.
2. Provide documentation of any necessary safety training, as described in the Training Requirements section of this policy, to the JIPSDs designated representative.
3. Sign a confidentiality statement to protect the JIPSD's proprietary data.
4. Provide information to the designated representative on the safety and health hazards that may arise during the course of the contractor's work at the JIPSD and the means necessary to avoid danger from those hazards, including Hazard Communication and all other potential hazards.
5. Obtain from the JIPSD any safety rules and regulations in effect at the JIPSD or potential hazards present that may affect the contractor's work.

6. Be certain to be informed of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be certain to have the telephone numbers of the nearest hospital, ambulance service, and fire department.

7. Advise and train its employees on hazards associated with the work to be performed, including any Hazard Communication or other hazard information provided the contractor by the JIPSDs designated representative.

8. Keep the designated representative of the JIPSD fully informed of any work which may affect the safety of JIPSD employees or property. This includes complying with the state and federal Right-to-Know legislation and providing the designated representative appropriate safety data sheets (SDSs) or other required information about chemicals the contractor will bring onto the site.

9. Know who to call and what to do in emergencies, including where first aid and medical services are located and train employees on this.

During the contract work, the contractor shall:

1. Always have a designated site safety coordinator present and attentive to the work being carried out that the contractors and/or subcontractors are working at the facility site.

2. Ensure that all subcontractors are abiding by the terms of this plan.

3. Establish necessary safe practices to permit work under operating conditions without endangering the JIPSD's associates and property. This includes but is not limited to barricading, signposting, and fire watches.

4. Make sure that any equipment, chemicals, or procedures used by the contractor to perform contracted work meet all OSHA requirements.

5. Be held responsible and accountable for any losses or damages suffered by the JIPSD and/or its employees as a result of contractor negligence.

6. Provide its employees with medical care and first-aid treatment.

7. Use only the building entrance designated and follow the JIPSD's access control practice.

8. Provide supervisors and employees who are competent and adequately trained, including training in all health and safety aspects of the work involved in the contract.

9. Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and employees are instructed in its proper use.

10. Maintain good housekeeping in the workplace.

11. Follow specific instructions supplied by the JIPSD should emergency alarms be activated.

12. Notify the designated representative immediately of any OSHA recordable injury or illness to contractor employees or subcontractor employees occurring while on the site of the JIPSD. Provide a copy of each accident report to the designated representative.

13. Receive and use a copy of the JIPSD's written safety policies and procedures.

After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner.

Training Requirements

1. JIPSD Requirements

James Island Public Service JIPSD makes sure that affected JIPSD employees receive training on all hazards to which they will be introduced by a contractor.

In addition, the JIPSD emphasizes to contractors that it is the contractor's responsibility to convey to its employees any safety information provided by the JIPSD to the contractor.

2. Contractor Requirements

The contractor must:

1. Train all workers on all safety and health hazards and provisions applicable to the type of work being done and provide documentation of such training to the JIPSD's designated representative.

2. Train employees on where to obtain first aid and medical services.

Recordkeeping Requirements

1. JIPSD Requirements

The designated representative will:

1. Have a copy of the contract on file and be thoroughly familiar with its contents, and with the safety and health aspects of the work.
2. Keep records of all training done with JIPSD workers regarding hazards to be caused by the contracting company.
3. Keep copies on file of all forms or statements related to the contracts that are required by the JIPSD to be filled out before or during contract work.
4. Keep an OSHA recordable injury and illness log for the project, as well as copies of accident reports on all accidents that occur in the course of the project.
5. Keep a daily log regarding pre-work start-up inspection findings.
6. Keep records of all documentation of any sort provided by the contractor, including records of training done, MSDSs, accident reports, etc.
7. Keep records of all documentation of any sort provided to the contractor, including list of hazards to train their employees on, MSDSs, etc.
8. Document all discussions, letters, memos, or other communications made to the contractor regarding safety issues, including place, time and the names of people involved.

**RECEIPT OF THE
JAMES ISLAND SERVICE DISTRICT
CONTRACTOR SAFETY PROGRAM**

Company Name: _____

Contractor's Authorized Agent: _____

I acknowledge receipt of and agree to comply with the JIPSD Contractor Safety Program. I will also make employees and subcontractors aware of JIPSD's safety expectations and requirements.

I understand that any accidents, injuries, or property damage will be reported to the JIPSD Safety Manager within three (3) days.

I also understand that any questions regarding the program can be directed to the contracting department head and/or the JIPSD Safety Manager.

Authorized Signature: _____

Date: _____

I certify that all personnel entering confined spaces have been trained in accordance with OSHA standard 29 CFR 1910.146.

Authorized Signature: _____

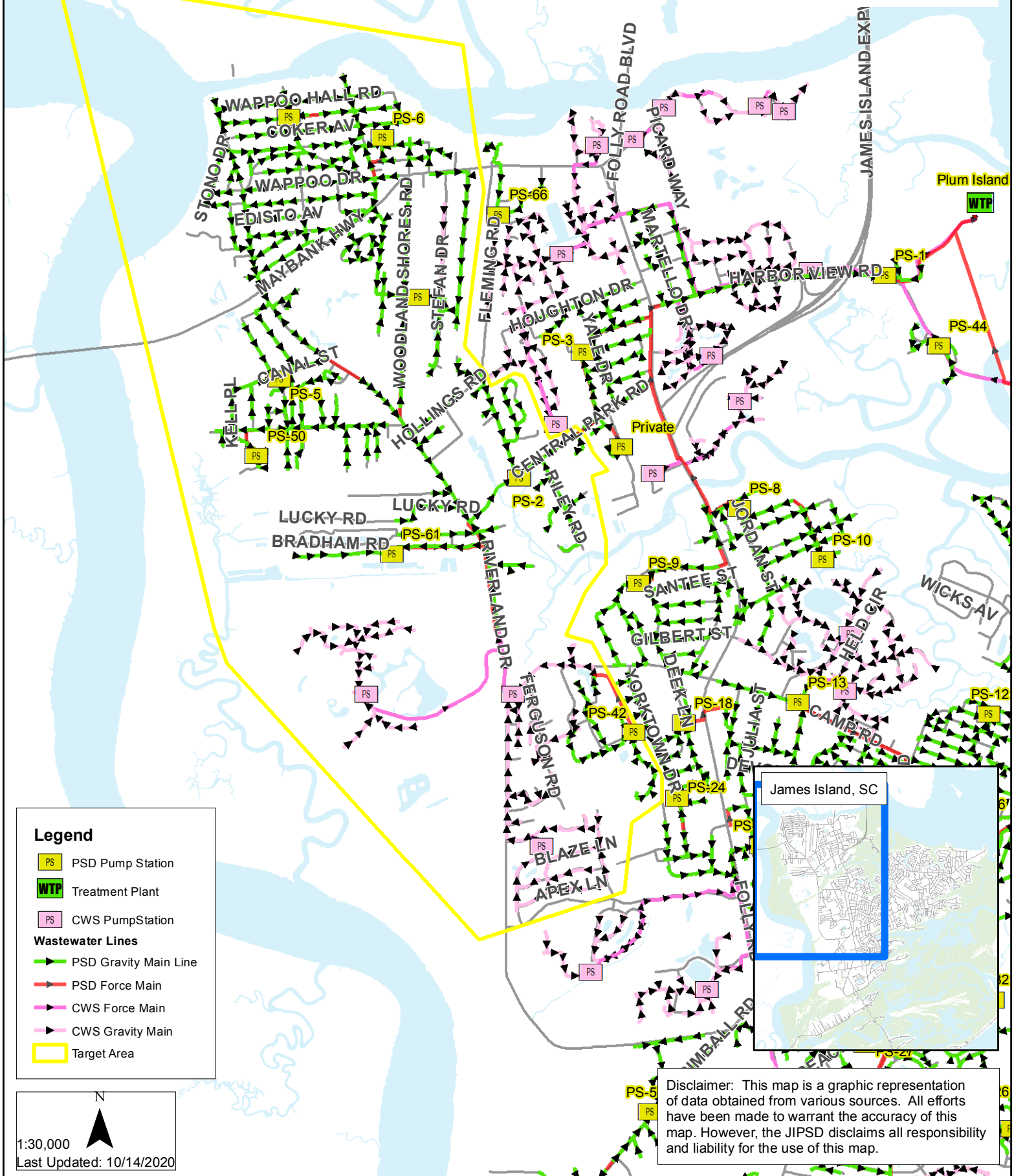
Date: _____

JIPSD Wastewater System



James Island Public Service District

Dedicated to Public Service Excellence



Legend

PS PSD Pump Station

WTP Treatment Plant

PS CWS Pump Station

Wastewater Lines

PSD Gravity Main Line

PSD Force Main

CWS Force Main

CWS Gravity Main

Target Area

James Island, SC

1:30,000
Last Updated: 10/14/2020

Disclaimer: This map is a graphic representation of data obtained from various sources. All efforts have been made to warrant the accuracy of this map. However, the JIPSD disclaims all responsibility and liability for the use of this map.