

REQUEST FOR PROPOSALS

CITY OF WEST LINN, OREGON. WATER CROSS CONNECTION PROGRAM MANAGEMENT. PROPOSALS DUE DECEMBER 17, 2014 at 3:00 p.m.

The City of West Linn is seeking proposals from qualified firms to manage and administer the City's water cross connection (backflow) program. Firms will be expected to perform tasks necessary to maintain the City's compliance with applicable state and local laws and regulations, including provision of educational materials, noticing, device inspections, data entry into the City's Cross-Track 5.2 software, and customer service. Services will be provided for approximately 4,200 devices and 3,800 customers. Excellent communication and customer service with citizens and City Staff is an essential part of the work.

Consultant selection will result in a contract for services and will be based upon criteria cited in the Request for Proposal document.

The City of West Linn reserves the rights to reject any and all proposals not in compliance with all prescribed public bidding procedures and requirements, to cancel this solicitation, to postpone the award for 60 days, to delete certain items from the Proposal, to reject for good cause any and all proposals upon the finding that it is in the public interest to do so, and waive any and all informalities.

Proposal format and other related information is available at the Office of **Public Works, Engineering Division**, 22500 Salamo Road, West Linn, Oregon 97068 or at <http://bids.westlinnoregon.gov/>

Proposals must be received electronically via email to the Water Operations Supervisor Jim Whynot, at jwhynot@westlinnoregon.gov on or before 3:00 p.m. on the **17th of December, 2014**. No late responses, hardcopy, or faxed materials will be accepted.