

Novato Sanitary District
Contract Operations Request for Proposals Dated 5/5/09
Addendum # 1
6/3/2009

- 1) **Appendix F: Agreement Term Sheet – Section 1.0:** The reference to definitions in Section 1.0 is hereby corrected to read “ . Are set forth in Appendix C of this RFP.”
- 2) **Appendix F: Agreement Term Sheet – Section 3.8 Personnel:** The District and Union Representatives (Teamsters) have developed a Memorandum of Agreement (MOA) regarding the transition of existing District staff (9 employees) specified in Appendix H of the RFP. The MOA is attached to this Addendum # 1 as Attachment B. In the submittal of a proposal, it is requested that Proposer specifically indicate, in writing, their willingness to sign the MOA as drafted in Attachment B. Proposal Form 9 of the RFP should reference the written statement provided by the Proposer.
- 3) **Proposal Form E – Insurance Coverages:** Clarification is hereby provided that the requested dollar limits are annual dollar amounts.
- 4) **Appendix J – Vehicles and Equipment Provided by the District and Appendix G – Schedule 12 Equipment and Chemicals Inventory** are hereby clarified so as to make explicit that the District will transfer title and ownership of the indicated rolling stock, if so requested, to the successful Proposer and will do so in the Service Agreement contract in a manner that makes clear that the ownership transfer is not a gift of public funds. Should the submitted proposal and Proposer not request the transfer of the indicated rolling stock of Appendix J, the District will dispose of the rolling stock and it will not be available for usage by the successful Proposer.
- 5) **Appendix F: Agreement Term Sheet – Section 3.0** is hereby clarified so as to provide for District access and Board access to the Facilities at all times.
- 6) **Janitorial Service:** The District will continue to provide janitorial cleaning services for the Administrative building areas and the Laboratory area. Space occupied within the Administration Building by the firm providing contract operation services will be provided janitorial services by the District at no cost to the contract operations firm. Janitorial services for other buildings and facilities occupied by or assigned to the contract operator will be the responsibility of the contract operator.

- 7) **Schedule C – Definitions:** “Preventative, Predictive, and Routine Maintenance” means all scheduled and non-schedule maintenance activities performed consistent with established manufacturer requirements and recommendations, warranty requirements, and established industry practices. All such maintenance activities shall be reported and managed using the Computerized Maintenance Management System (CMMS).
- 8) **Revision of Proposal Submittal Date:** With the issuance of this Addendum, including the MOA document and related information, and the anticipated delay until the week of June 8th for provision of the Service Agreement Contract (Addendum 2) to replace the Agreement Term Sheet, the due date for Proposal submittals is hereby extended from June 19th to June 26th, 2009, consistent with all other provisions of the RFP document and requirements.

Attachment A
Addendum I
6/3/2009

Listed below is the salary and benefits cost information for the affected positions that are eligible for transitioning to employment with the successful Proposer. As specified in the Memorandum of Agreement included as Attachment B, the successful Proposer will be expected to negotiate a contract with the Teamsters Local 315 that provides an equivalent total compensation allocated as noted below to wages, health and welfare, and retirement (including employer and employee social security) for the 8 represented employees. The Wastewater Facilities Manager is not covered by the Agreement but would be entitled to the equivalent total compensation. Note that items such as overtime, on-call pay, confined space team pay, etc. are not included, i.e. this is straight time based information.

Position Title	2008 Base Salary	Medical	Dental	Vision	Retirement	Disability	Life Insurance	Medicare (on base salary)	Total Compensation
WW Facilities Manager	121,872.00	15,858.96	1,860.84	404.40	23,680.95	2,157.13	246.00	1,767.14	167,847.43
Operations Leadworker	81,864.00	12,199.20	1,860.84	404.40	15,906.99	1,448.99	246.00	0.00	113,930.43
WWTP Op I	67,356.00	12,199.20	1,860.84	225.48	13,087.94	1,192.20	246.00	976.66	97,144.33
WWTP Op II	69,036.00	6,099.60	751.08	155.52	13,414.39	1,221.94	246.00	1,001.02	91,925.54
Mech Tech II	69,036.00	15,858.96	1,860.84	404.40	13,414.39	1,221.94	246.00	1,001.02	103,043.54
WWTP Op II	68,076.00	6,099.60	751.08	155.52	13,227.85	1,204.95	246.00	987.10	90,748.09
Mech Tech II	69,036.00	15,858.96	1,860.84	404.40	13,414.39	1,221.94	246.00	1,001.02	103,043.54
Mech Tech Leadworker	77,964.00	15,858.96	1,860.84	404.40	15,149.18	1,379.96	246.00	1,130.48	113,993.83
WWTP Op II	72,492.00	12,199.20	1,860.84	225.48	14,085.92	1,283.11	246.00	1,051.12	103,443.67
	<u>696,732.00</u>	<u>112,232.64</u>	<u>14,528.04</u>	<u>2,784.00</u>	<u>135,381.99</u>	<u>12,332.16</u>	<u>2,214.00</u>	<u>8,915.58</u>	<u>985,120.41</u>