

# REQUEST FOR PROPOSAL

# Monroe County Water Authority



## Hydrant Inspections

January 5, 2026

Monroe County Water Authority  
475 Norris Drive  
Rochester, New York 14610

## **SECTION 1 - INVITATION TO PARTICIPATE**

### **1.1 Purpose**

The Monroe County Water Authority (MCWA) is seeking proposals from prospective companies to perform routine hydrant inspections.

Prospective Proposers must offer a proposal that will meet the scope of services, qualifications and general description of capabilities identified in Section 2 of this document.

In responding to this RFP/Q, Proposers must follow the prescribed format as outlined in Section 3. By so doing, each Proposer will be providing MCWA with comparable data submitted by other Proposers and, thus, be assured of fair and objective treatment in the MCWA review and assessment process.

### **1.2 RFP/Q Procurement Officer**

The RFP/Q Procurement Officers identified below are the sole point of contact regarding this RFP/Q from the date of issuance until the selection of the successful Proposer.



**Stephen Trotta**  
Director of Operations  
Monroe County Water Authority  
**P:** 585-442-2001, Ext. 221  
475 Norris Drive | Rochester, NY | 14610

Steve.Trotta@MCWA.com

### **1.3 Presentation and Clarification of MCWA's Rights and Intentions**

MCWA intends to enter into a contract with the selected Proposer to supply the services described in Section 2. However, this intent does not commit MCWA to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any equipment. MCWA reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFP/Q if it is in the best interest of MCWA to do so; (b) award one or more contracts to one or more qualified Proposers if necessary to achieve the objectives of this RFP/Q if it is in the best interest of MCWA to do so.

## 1.4 Timeline

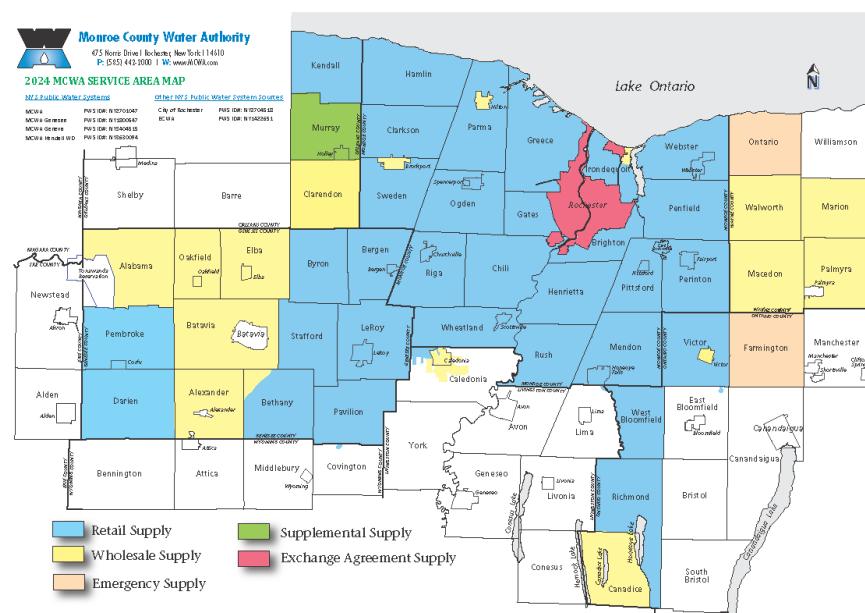
The schedule of events for this RFP/Q is anticipated to proceed as follows:

- ◆ All questions from eligible Proposers must be emailed to [Steve.Trotta@MCWA.com](mailto:Steve.Trotta@MCWA.com) by January 16<sup>th</sup>, 2026 at 5 p.m.
- ◆ Answers to questions will be sent back to all eligible Proposers by January 20<sup>th</sup>, 2025 by 5 p.m.
- ◆ Final RFP/Q submissions must be received by 11:00 AM Eastern Time on January 23rd, 2026 at the address shown in Section 3.1. The right to withdraw will expire on this date.

## 1.5 Overview of the Organization

The Monroe County Water Authority provides high quality, safe and reliable water, in a financially responsible manner. MCWA was created by State legislation in 1950 to solve the water supply needs of this community. In 1959, the Authority took over the assets of the private New York Water Service Corporation and had 27,000 retail customers, serving just portions of the County's inner ring towns and portions of the City. As surrounding towns and villages faced new water supply challenges, the Authority's service area has steadily grown. Today, the Authority serves over 191,000 accounts in every town and village in Monroe County (partially in the City of Rochester) plus towns, villages and other water authorities in each of the five adjacent counties.

The communities served are shown below:



## 1.6 Overview of the Project

MCWA is requesting proposals for the inspection of approximately 27,000 hydrants. Minimum completion is 13,500 in first 12 months of award, and the remainder in following 12 months. Inspections to occur only during MCWA standard work hours and days, typically 7:00 to 3:30 and only in temperature appropriate conditions to prevent any possible freeze issues. Contract is for an initial two-year period with a mutually agreeable one-time two-year renewal.

## SECTION 2 – DETAILED SCOPE OF WORK

### 2.1 Proposal Detail

Below are the tasks and deliverables to be completed under this contract. Additional tasks may be required as appropriate and fees and costs to be agreed upon.

Refer to Section 3 for further detail regarding response formats and requirements.

### 2.2 Price Proposal

The Price Proposal should be based on the following requirements outlined in the remainder of Section 2.

#### 2.2.1 Current State

MCWA has approximately 27,000 hydrants across its stated service areas that are both public and private that it maintains.

#### 2.2.2 Minimum Requirements for Service:

Each hydrant will be inspected per the below procedure, which is subject to minor modifications as needed. Any significant subsequent modifications may be requested at fees to be agreed upon.

#### Fire Hydrant Inspection Task List

1. Visually inspect the area around the hydrant. Look for any obstructions that could interfere with operation of hydrant. If needed weed whack around it.
2. Visually check the hydrant for any defects such as breakaway flange for damage or loose bolts, broken nozzle, and cracks in body of hydrant or cracks in the caps.
3. Cut and remove chains from caps, if needed.
4. Tighten all but one cap for removal, remove the 1 side nozzle cap you left loose. Attach a hose or diffuser if necessary to protect surrounding area.
5. Open hydrant SLOWLY approximately 3 to 6 turns. Allow time for the air to escape from the hydrant barrel. Then SLOWLY open the hydrant to get

adequate flow and flush until water is clear. If the water does not clear up leave hydrant running until it clears up. About  $\frac{1}{4}$  stream of flow.

6. If hydrant operates hard, please note. If it does not operate at all. Contact MCWA point person.
7. Slowly close the hydrant and remove hose/ diffuser and install pressure gauge.
8. Re-open fire hydrant slowly and let air escape from pressure gauge. Then close small ball valve on gauge open hydrant fully and record pressure. Check for leaks and note if any.
9. Close the hydrant and remove pressure by opening small ball valve on pressure gauge, it should go to zero.
10. Remove gauge and all other caps, grease all threads with food grade grease. You only use three small pea size dabs of grease. Replace rubber gaskets if necessary.
11. Check to make sure hydrant is draining though steamer opening. If hydrant is not draining, or draining slow use 1" pump to pump out hydrant and record.
12. Re-install all caps. Tighten caps and back off slightly. Caps should be tight enough to prevent removal by hand but loose enough to be removed with ease using a hydrant wrench.
13. Call Dispatch if hydrant is "Out of Service" place Out of Service ring on steamer and re-install cap.

#### Additional Details

14. Inspector may be provided with electronic portable device to complete and document with images each phase of and completion of the inspection, or some other method of verification.
15. MCWA will provide basic materials for inspections minimally included are "Out of Service Rings," Grease, Gauges, Marking Paint. Tools will NOT be provided.
16. Inspectors will operate contractor vehicles that are clearly marked and identified and each inspector will wear compliant safety vest and comply with all State, County and Federal Traffic Regulations.
17. Contractor will provide an adequate certificate of insurance.
18. MCWA may install GPS unit in any vehicle that contractor will use to complete or inspect any services performed under this contract.
19. Contractor will comply with all prevailing wage requirements.
20. Contractor will provide with proposal if they intend to use subcontractors, and if so provide a list of subcontractors for approval. No other subcontractors will be allowed to be used after any approvals from MCWA.
21. Provide a business plan on how the work will be performed and estimated number of inspectors to be utilized on a daily basis.

### 2.2.3 Price and Service Requirements

- A. Propose base price for a services listed in section 2.2.2.

## SECTION 3 - SPECIFIC PROPOSAL REQUIREMENTS

### 3.1 Submission of Proposer's Statement of Qualifications and Proposal

- A. **Acceptance Period and Location:** To be considered, Proposers must submit a complete response to this RFP/Q. Proposers not responding to all information requested in this RFP/Q or indicating exceptions to those items not responded to may have their proposals rejected. The sealed Proposal must be received before the time designated in Section 1. Proposals must be delivered to the address below via delivery service (such as UPS or FedEx) with instructions to Deliver to Bid Box located at Employee Entrance, Door #19. Proposers have sole responsibility to contact the Procurement Officer to confirm receipt of the Proposal. US Mail and hand delivery are not an acceptable means to deliver to this location. Proposals sent via US Postal Service will be returned, unopened. Please address the proposals to:



**Stephen Trotta**  
Director of Operations  
Monroe County Water Authority  
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- B. **Required Copies:** Proposers must submit one (1) signed original Proposal and five (5) copies of the signed original proposal. An official authorized to bind the Proposer to its provisions must sign proposals.
- C. **Economy of Preparation:** Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP/Q. Expensive bindings, color displays, promotional material, etc. are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Vague terms such as "Proposer complies" or "Proposer understands" should be avoided.

### **3.2 Response Date**

To be considered, a sealed Proposal must arrive on or before the location, time and date specified in Section 3.1 A. **Requests for extension of the submission date will not be granted.** Proposers mailing proposals should allow ample delivery time to assure timely receipt of their proposals. Proposals must be delivered via a trackable overnight service. No proposals will be accepted via US Mail or via email.

### **3.3 Addenda to the RFP/Q**

In the event it becomes necessary to revise any part of this RFP/Q specification, addenda will be provided to all eligible Proposers. An acknowledgment of such addenda, if any, must be submitted with the RFP/Q response.

### **3.4 Organization of Qualification and Proposal Statement**

This section outlines the information that must be included in your Qualifications and Proposal Statement. Please respond with your information in the same order as the items in the section.

- A. Summary of the proposal:** Include a table view that summarizes the proposal at the beginning, which clearly outlines the costs and options of your proposal.
- B. Company Information:** Provide a brief history of your company including the number of years in business, identification of company ownership, and the number of employees.
- C. Qualification description:** Provide detailed information relating to the qualifications of the personnel proposed to support this engagement. Include descriptions of similar projects that were completed by the personnel proposed for this project.
- D. Optional features:** List options that are recommended that exceed the specification and any cost associated.
- E. References:** Provide a minimum of three clients for whom your company has provided similar services. Include the following information for each client:
  - i. Name and address of the client;
  - ii. Name and telephone number of contact person;
  - iii. Summary of the services provided.
- F. Procurement Form:** Include and sign the procurement disclosure form contained in Section 4.6

### **3.5 Organization of Price Proposal**

**A. Price Proposal Based on Existing Format:** Please provide a price for the project using attached bid form.

### **3.6 Method of RFP/Q Evaluation**

**A. RFP Evaluation Committee:** Selected personnel from MCWA will form the evaluation committee for this RFP/Q. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP and make a recommendation for award.

**B. RFP Evaluation and Selection Criteria:** All properly prepared and submitted Proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Proposer with whom a contract may be signed. Evaluation of the proposals will consider several factors, each of which has an impact on the relative success of the Proposer to provide the services as outlined in Section 2. These factors include:

1. Experience and Qualifications
2. Project Management
3. Resumes of Key Persons Assigned to Project
4. Cost Proposal

**C. Contract Approval Process:** Proposers must be aware that any contract resulting from this request for proposals is subject to prior approval by the MCWA Board of Directors.

### **3.7 Investigations**

MCWA reserves the right to conduct any investigations necessary to verify information submitted by the Proposer and/or to determine the Proposer's capability to fulfill the terms and conditions of the bidding documents and the anticipated contract. MCWA reserves the right to visit a prospective Proposer's place of business to determine the existence of the company and the management capabilities required to administer this agreement. MCWA will not consider Proposers that are in arrears to MCWA, in bankruptcy, or in the hands of a receiver at the time of tendering a proposal or at the time of entering into a contract.

## **SECTION 4 - GENERAL INFORMATION FOR THE PROPOSER**

### **4.1 Reservation of Rights**

MCWA reserves the right to refuse any and all proposals, in part, or in their entirety, or select certain products from various Proposer proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of MCWA. MCWA is not committed, by virtue of this RFP/Q, to award a contract or to procure or contract for services. The proposals submitted in response to this request become the property of MCWA. If it is in its best interest to do so, MCWA reserves the right to:

- A.** Make selections based solely on the proposals or negotiate further with one or more Proposers. The Proposer selected will be chosen on the basis of greatest benefit to MCWA as determined by an evaluation committee.
- B.** Negotiate contracts with the selected Proposers.
- C.** Award a contract to more than one Proposer.

#### **4.2 Acceptance of Proposal Content**

The contents of the proposal of the successful Proposer may become contractual obligations, should a contract ensue. Failure of a Proposer to accept these obligations may result in cancellation of the award.

#### **4.3 Contract Payment**

Actual terms of payment will be the result of agreements reached between MCWA and the Proposer selected.

#### **4.4 Incurring Costs**

MCWA is not liable for any costs incurred by Proposer prior to the effective date of the contract.

#### **4.5 Material Submitted**

All right, title and interest in the material submitted by the Proposer as part of a proposal shall vest in MCWA upon submission of the Proposer's proposal to MCWA without any obligation or liability by MCWA to the Proposer. MCWA has the right to use any or all ideas presented by a Proposer.

MCWA reserves the right to ownership, without limitation, of all proposals submitted. However, because MCWA could be required to disclose proposals under the New York Freedom of Information Law, MCWA will, to the extent permitted by law, seek to protect the Proposer's interests with respect to any trade secret information submitted as follows:

Pursuant to Public Officers Law § 87, MCWA will deny public access to Proposer's proposal to the extent the information constitutes a trade secret, which if disclosed would cause substantial harm to the Proposer's competitive position, provided the Proposer identified the information it considers to be a trade secret and explains how disclosure would cause harm to the Proposer's competitive position.

#### **4.6 Procurement Policy**

Pursuant to State Finance Law §§ 139-j and 139-k, this Request for Qualifications includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Process by the Authority to other than the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified herein. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period, the Bidder/Offerer is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officers.

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law § 139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the bidder/offerer in accordance with the written notice terms of this contract.

#### **4.7 Pricing**

The undersigned as bidder, declares that the only person, persons, company or parties interested in this proposal as principals are named herein; that he has carefully examined the Notice to Bidders, Instructions to Bidders, Detailed Specifications and Form of Agreement covering services to be supplied.

#### **Proposed Pricing**

<b>INSPECTION OF FIRE HYDRANTS</b>				
<b>Description</b>	<b>No. of Hydrants</b>	<b>Unit</b>	<b>Unit Bid Price</b>	<b>Amount</b>
Fire Hydrants to be inspected as per specifications.	Approximately 27,000	Each	\$	
		<b>TOTAL</b>		

**Proposers Name:** \_\_\_\_\_

**Authorized Name of Signatory:** \_\_\_\_\_

**Proposers Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION  
AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J  
AND 139-K**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: \_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

Contract Procurement Number: \_\_\_\_\_

Date: \_\_\_\_\_

1. Has any Government Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

(Circle one):

Yes                    No

If yes, answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law § 139-j?

(Circle one):

Yes                    No

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

(Circle one):

Yes                    No

4. If you answered yes to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

(Circle one):

Yes                    No

6. If yes, provide details below:

Governmental Entity: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

Basis of Determination or Withholding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the MCWA Water Authority's Procurement Disclosure Policy, Code of Ethics Policy and Conflict of Interest Policy as required by State Finance Law § 139-j(3) and § 139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law § 139-k and § 139-j is complete, true and accurate.

By: \_\_\_\_\_

Date: \_\_\_\_\_  
(Signature of Person Certifying)

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Bidder/Offerer Name: \_\_\_\_\_  
(Company Name)

Bidder/Offerer Address: \_\_\_\_\_

Bidder/Offerer Phone Number: \_\_\_\_\_