



## **PORT O'CONNOR IMPROVEMENT DISTRICT**

Request for Proposals for  
Full Service Operations, Maintenance and Management of the Water and  
Wastewater Facilities  
for the  
Port O'Connor Improvement District and LaSalle WCID No. 1A

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## **1.0 INTRODUCTION**

The Port O'Connor Improvement District (POCID) currently has employees that operate, maintain, and manage the water and wastewater facilities of the POCID, as well as the water and wastewater facilities of the LaSalle WCID No. 1A (WCID), which is performed under an Operation Services contract between the POCID and the WCID, dated August 14, 2014, as amended.

POCID is seeking the services of an experienced outside contractor who will provide a strong technical support team, comply with all applicable laws, regulations and permit requirements, and operate and maintain the facilities in a safe and efficient manner.

POCID is therefore issuing this Request for Proposals (RFP) to solicit statements of qualifications, transition/technical approach and pricing from experienced firms with proven capability to provide full service operations, maintenance and management of the water and wastewater facilities of the POCID and the LaSalle WCID No.1

The POCID expects to select the most qualified, responsive, resourceful and experienced respondent based on the review by the POCID and its evaluation/selection committee. The overall most responsive firm will be selected at the sole discretion of the POCID.

Upon selection of the finalist, the POCID expects to then begin scope clarifications of Basic and Additional services, draft agreement revisions and final price negotiations with the most responsive respondent based on the selection criteria. Should negotiations fail to result in an executed agreement with the most responsive respondent, the POCID may elect to terminate negotiations with the most responsive respondent and begin negotiations with the second most responsive respondent (and so on) or cancel the procurement process.

## **2.0 DESCRIPTION OF FACILITIES**

### **2.1 Description of POCID Facilities – Water**

Water supply is provided for by Guadalupe-Blanco River Authority (GBRA) pursuant to a Treated Water Supply Contract, as amended on December 13, 2012. (this includes water demand of wholesale customer LaSalle WCID No.1A)

#### TCEQ approved Alternate Capacity Requirements

POCID has an approved Alternate Capacity requirement of 0.38 gpm of water supply per connection. Peak day on which ACR was determined: 753,000 gal on July 4, 2012 with 1591 connections.

#### Water Production:

- Contract with GBRA to supply 725 gpm of treated water
- 12" supply line from GBRA to POCID ground storage tank (GST)
- Hwy 185 well (Well #2) 200 gpm (Active; is treated with chloramines at pump house and blended with water from GBRA in the GST)
- Denman Street well (Well #1) 750 gpm (*Inactive*; requires periodic flushing)
- 16<sup>th</sup> Street well (Well #3) 200 gpm (*Inactive*; requires periodic flushing)

#### Storage Tanks:

- Ground Storage Tank at Denman Plant – 500,000 gallons
- Elevated Storage Tank at 16<sup>th</sup> St and Harrison – 250,000 gallons

#### Distribution System:

- Approximately 11,000 LF of 12", 43,000 LF of 8", 47,400 LF of 6", 1,000 LF 4" and 80,000 LF of 3" and smaller lines; all PVC.
- 1546 active meters; 1700 service connections as defined by TCEQ
- 67 dead-end flush valves (the POCID is working on a large water distribution system improvement project in POC, that once complete, will result in 75 total dead-end flush valves in the system).
- Wholesale water supply contract to LaSalle WCID No. 1A for 100 gpm.

#### Booster Station:

- Denman Plant – 4 ea. 800 gpm pumps
- Emergency Power Generator
- Chloramines Building – a chemical feed building for LAS & NaOCl feed. Each building is of fiberglass construction bolted to a structural steel skid and contains respective storage tanks, feeders, and analyzers to re-chloramine the water supplied to POCID from GBRA as needed.

## **2.2 Description of POCID Facilities – Wastewater**

#### Wastewater Treatment Plant:

- TPDES Permit No. WQ0013693001. The treatment plant is located at the north end of Denman Road and consists of a complete mix type extended aeration system, manufactured by PEECO, Inc. of Corpus Christi, Texas. The startup date for the plant was 3/29/2000 and has a capacity of 0.6 MGD.
- The various treatment units are as follows:
  - Aeration basins – 2 at 100,270 gallons ea.
  - Clarifiers – 2 at 66,647 gallons ea.
  - Digesters – 2 at 40,913 gallons ea.; 1 at 79,321 gallons ea.
  - Chlorine Contact Chambers – 2 at 13,329 gallons ea.
  - Sludge Drying Beds – 8 at 55'x30'x3' ea.

#### Collection System:

- The District's wastewater collection system is a vacuum sewer system, manufactured by AirVac, Inc. of Rochester, Indiana.
- Approximately 126,000 LF of 4" to 8" SDR21 PVC vacuum main
- 18 Buffer Tanks
- Vacuum Station No. 1 at 13<sup>th</sup> St. and Madison; 6,000 gal vacuum storage tank, 4 vacuum pumps, 2 sewage pumps, odor control filter bed and backup power generator
- Vacuum Station No. 2 on Monroe, west of Byers; 3700 gal vacuum storage tank, 3 vacuum pumps, 2 sewage pumps, odor control filter bed and backup power generator
- Approximately 14,000 LF 8" force main from VS1 to the WWTP. (VS2 currently

- shares the same force main)
- Currently 1374 sewer connections in approximately 726 vacuum pits.

### **2.3 Description of POCID Facilities – General**

- District office and warehouse facilities on Denman Drive
- 55-acre pasture land west of District Facilities on Denman Drive.
- Fenced in tract at the southeast corner of 16<sup>th</sup> Street and Harrison
- 5 acres at the 16<sup>th</sup> Street well location
- 5 acres at Vacuum Station No. 2
- Property at Vacuum Station No. 1

### **2.4 Description of LaSalle WCID Facilities – Water**

#### TCEQ approved Alternate Capacity Requirements

WCID does NOT have an approved alternate capacity requirement.

#### Storage Tanks at 81 Arbor Crest Drive:

- Ground Storage Tank – 300,000 gallons
- Hydro pneumatic Pressure Tank – 24,000 gallons

#### Distribution System:

- Approximately 2,900 LF of 12”; 15,500 LF of 8”; and 16,800 LF of 6” waterline; all PVC
- 79 active meters/connections
- 10 dead-end flushing hydrants or valves

#### Booster Pump Station:

- Booster Pumps
- Backup power generator

### **2.5 Description of LaSalle WCID Facilities – Wastewater**

The WCID contracts with POCID to treat their wastewater at the POCID WWTP.

#### Collection System:

- The WCID’s wastewater collection system is a vacuum sewer system, manufactured by AirVac, Inc. of Rochester, Indiana.
- Approximately 38,000 LF of 4” to 8” SDR21 PVC vacuum main
- 1 Buffer Tank
- Vacuum Station: (located north of West Lago Loop); 6,000-gal vacuum storage tank, 4 vacuum pumps, 2 sewage pumps, odor control filter bed and backup power generator
- Approximately 18,000 LF 10” force main from VS to the POCID WWTP.
- Currently 58 sewer connections in approximately 241 vacuum pits

## **3.0 CURRENT CONDITIONS**

### **3.1 Compliance with TCEQ**

The POCID currently has an outstanding Notice of Violation issued on April 8, 2015 as follows:

- 1) *Failure to provide dead-end mains with acceptable flush valves and discharge piping:*
- 2) *Failed to prohibit more than 10 connections for each two-inch line*

In July 2015, the POCID submitted a Corrective Action Plan to TCEQ, Region 14 to work toward compliance with these two issues. At the time of the TCEQ inspection, there were 191 known dead-end lines with 61 flush valves. The POCID is in the process of receiving a TWDB DFund loan to fund an approximately \$2.5 million distribution line improvement project. In addition, the POCID is funding a few smaller capital improvement projects during this fiscal year. Upon completion the aggregate of these projects will bring the POCID into compliance with these two issues and result in approximately 75 flush valves that will require monthly flushing in the system.

Also, a Notice of Enforcement dated December 7, 2018 is being worked out with TCEQ by POCID.

An additional Notice of Enforcement for Coliform rule – Monitoring Violation was issued on January 7, 2019 that the District is developing a corrective action plan with TCEQ.

### **3.2 Current Capital Improvement projects in progress**

The \$2.5 million TWDB DFund Loan project to Lester Contracting, Inc.

- 1) Various small projects proposed to be completed in-house involving primarily transferring services from a short side 2" to a long service 6" or greater waterline and abandoning 2" lines.
- 2) TCEQ Bond project for Water, Wastewater and Force Main Improvements being designed by the District Engineer.

## **4.0 DESCRIPTION OF PROCUREMENT PROCESS**

### **4.1 Pre-submission Conference**

The POCID can conduct a tour of the facilities of both the POCID and the WCID at the POCID office 39 Denman Street in Port O'Connor, Texas. All firms interested in submitting a response to this RFP should contact Interim District Manager Alex Valle or Officer Manager Evangelina Trevino to indicate their intent to tour the facilities.

The POCID will make copies of certain pertinent materials available on the day of the tour. Copies of materials to be provided to those in attendance will include but are not limited to: Recent TCEQ inspection and compliance reports, personnel information, operating budgets, daily operations reports, copies of chemical bills and other pertinent data.

## 4.2 Procurement Process and Schedule

A summary procurement schedule of the major activities associate with this solicitation process is presented below.

Activity	Date
Issue RFP	Monday, January 28, 2019
Tour	As requested
Receive Proposals from respondents	Thursday February 21, 2019
Evaluation of Proposals	tba
Initiate contract negotiations with the selected	tba
Award Contract	tba

## 4.3 POCID Rights and Options

The POCID, at its sole discretion, reserves the following rights:

- Supplement, add to, delete from and change this solicitation document
- To determine which respondent, if any, should be selected for negotiations
- To reject any or all proposals or information received pursuant to this RFP
- To cancel this RFP with or without the substitution of another RFP or pre-qualification process
- Request additional data or information after the submittal date, if such data or information is considered pertinent in the POCID's sole view to aid the review and selection process
- To conduct investigations with report to the qualifications and experience of each respondent
- To take any action affecting the RFP that would be in the best interest of the POCID
- To require one or more respondents to supplement, clarify or provide additional information in order for the POCID to evaluate the RFP's submitted
- To waive any defect or technicality in any RFP received
- Reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

## 4.4 Expense of Submittal Preparation

The POCID accepts no liability for the costs and expenses incurred by the respondents in responding to this RFP, attending the pre-submission conference, preparing responses for clarification, attending interviews, participating in contract development sessions or meeting and presentations required for the contract approval process. Each respondent that enters into the procurement process shall prepare the required materials and submittals at its own expense.

## 4.5 Information Disclosure to Third Parties

The public disclosure of the contents of each proposal submittal in response to the RFP is generally governed by the Texas Public Information Act. By responding to this RFP, respondents waive any challenge to the POCID's decisions in this regard.

If any submittal contains confidential technical, financial or other types of information, the respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the respondent is relying upon. Marking all, or substantially all, of a response as confidential may result in the response being considered non-responsive by the POCID.

Notwithstanding the foregoing, respondents recognize and agree that the POCID will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.

#### **4.6 Questions/Clarifications Request**

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the POCID. Requests for information or clarification of this RFO must be in writing by fax or email addressed to POCID at pocmud@tisd.net.

Questions or requests for additional information will be accepted less than five (5) calendar days prior to the submission date identified in Section 3.2. Any and all such interpretations and supplemental instructions will be made in the form of a written addenda which will be sent to all recipients of the RFP. Any such Addenda shall become part of this RFP.

#### **4.7 Equal Opportunity Requirements**

The selected respondent, in the performance of all services, will not discriminate on grounds of race, color, religious creed, national origin, age, sex, or handicap in employment practices, in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

### **5.0 OVERVIEW OF SERVICES**

**5.1 The Contractor ultimately selected by the POCID in response to this RFP shall be required to provide various services including, but not limited to the following:**

- Provide all labor, materials, equipment, supervision, insurance and other things necessary to administer the day to day work activities, and fully operate the POCID in accordance with all applicable local, state and federal rules, laws and ordinances, understanding that such work activity and operation includes the same for the WCID in accordance with the Operations Services Contract between POCID and the LaSalle WCID No. 1A, dated August 14, 2014. Maintain office hours of 8 am to 5 pm Monday through Friday with qualified staff.
- Personnel: POCID current personnel shall be absorbed by the operator. Operator shall provide competent, trained personnel, in such number and with such licenses and qualifications as may be required from time to time under regulatory permits, rules, laws of the Texas Commission on Environmental Quality (TCEQ) and other



regulatory authorities. All personnel shall be trained to be professional and courteous in dealing directly with the District's customers.

- Training: provide and maintain a continuing education program for all employees, particularly as may be required to maintain various licenses and certifications required for compliance with applicable laws. In addition, coordinate and obtain directly from AirVac, Inc. training of supervisors and operators on the District's vacuum sewer system. Such training shall be adequate and frequent enough to assure that supervisory and field personnel are at all times capable of making efficient and proper use and performing efficient and proper maintenance and repair of such systems and facilities.
- Identification: all employees shall be readily identifiable by distinctive clothing and all service vehicles shall be marked with a prominently displayed identification logo or sign.
- Inspection/maintenance Scheduling Program: Establish and perform a scheduled inspection and maintenance program for all District's equipment, including, but not limited to a daily inspection and log of all pumps, motors, meters, etc. and annual exercising of water and sewer valves and annual valve pit inspections and other items as recommended by equipment manufacturers.
- Read all water meters each month and again upon move-in or move-out, including all re-reads. Keep an accurate accounting of the number of water connections in the District as defined by TCEQ.
- Provide billing statements: to each District Customer monthly and as specified in the above cited Operations Services Contract between POCID and the WCID.
- Operate and maintain the water production and distribution systems in compliance with TCEQ and other recommended applicable guidelines, recommendations, rules, regulations and laws.
- Operate and maintain the wastewater collection system and wastewater treatment plant in compliance with TCEQ rules, the TPDES discharge permit, and other recommended applicable guidelines, recommendations, rules, regulations and laws.
- Provide all required chemicals, and testing equipment to maintain minimum water quality standards.
- 24 Hour Service: maintain 24-hour telephone and dispatch service with qualified personnel to respond as needed to the District's customer problems, equipment malfunction, and other emergency situations.
- Monthly Operations Report: Prepare a comprehensive monthly operations report for both the POCID and the WCID in accordance with the minimum requirements of the above cited Operations Services Contract between POCID and the WCID.
- District Meetings and Other Board Functions: Attend all regularly scheduled monthly POCID board meetings and other meetings of the POCID and/or the WCID as requested.
- Coordinate with Consultants: Coordinate with the District's other consultants, such as attorneys, engineers, auditors, financial advisors, etc. as necessary to maintain efficient operation of the District.
- Utility Manager: Act as "Utility Manager" as defined in the District's Rules and

Regulations and comply with the Rules and Regulations adopted by the POCID and WCID.

- Inquiries and Correspondence: Respond to routine inquiries or correspondence from the District's directors, customers or consultants in a prompt, professional manner.
- Public Information Act: Designate a Public Information Officer and establish procedures to comply fully with the Texas Public Information Act.
- Grounds maintenance: Perform mowing services of all the grounds areas owned by the POCID and as outlined in the above cited Operations Services Contract between POCID and the WCID.

**5.2 Current operations contracts that POCID has which may need to be transferred to or replaced by contracts with the Contractor include, but may not be limited to:**

- Ricoh copy machine
- Postage machine
- Waste management (trash pickup at the Denman office)
- B&A for sales tax
- TISD internet
- Answering service
- Verizon (emergency notification from Vacuum Stations)
- AT&T telephone
- Electrical service for office and various facilities

**5.3 Other Provisions**

- It is the intention of the POCID that a final contract may negotiated as a result of this RFP process will be for a term of three (3 years), with an option to extend for years four and five, if mutually agreed to by both parties.
- It is the intention of the POCID to maintain their current contracts with GBRA, La Salle WCID No. 1A, and Republic Waste services (trash pickup for the customers) The status of the latter two contracts however is subject to change if all parties involved consider a change to be in the best interest of all parties involved.

**5.4 Insurance and Bond Requirements**

The successful Contractor shall be required to comply with the following bond and insurance requirements:

1. Comprehensive General Liability/Bodily Injury and Property Damage

General Aggregate:	\$2,000,000
Products – Completed Operations Aggregate:	\$1,000,000
Personal and Adv Injury:	\$1,000,000
Each Occurrence:	\$1,000,000

2. Comprehensive Automobile Liability Bodily Injury and Property Damage  
Combined Single Limit: \$1,000,000
3. Worker's Compensation and Employer's Liability:  
Statutory \$1,000,000
4. Excess Liability: \$1,000,000
5. Crime or Fidelity Bond Amount: \$250,000

The Contractor shall cause the District to be listed as additional insured on all such general liability of property insurance policies. All policies of property insurance shall contain provisions or endorsements to the effect that the District's interest are covered and that in the event of payment of any loss or damage, the insurers will have no rights of recovery against any of the insureds or additional insureds under such policies, and that the coverage there evidences may not be canceled or materially changed without at least 30 days prior written notice to the District and 10 days' notice for nonpayment of premium.

## 6.0 SUBMITAL OF PROPOSALS

### 6.1 General Instructions and Submittal Deadline

Respondents are to submit one original and 8 copies of the proposal to:

The Port O'Connor Improvement District,

Attention President McDonough  
39 Denman Drive  
P.O. Box 375  
Port O'Connor, Texas 77982

Proposals are due on Thursday, February 21, 2019 by 2:00 pm local time. No facsimile or emailed copies will be accepted. The proposal shall be sealed in an envelope and shall be clearly marked **"PROPOSAL – Full service operations, maintenance and management for the Port O'Connor Improvement District and LaSalle WCID No. 1A."**

### 6.2 Contractor Statement of Qualifications

At a minimum, respondents should include the following information in their statement of qualifications:

1. Corporate Information
  - a. State length of time in business and the length of time in business in Texas.
  - b. State the location of the corporate office and any satellite offices, including satellite construction yards.

- c. State the current number of employees and provide an organizational chart. Detail the number of persons employed in each major job category.
  - d. Provide details of the company's insurance coverage including the name of the insurance company, limits and terms of coverage.
  - e. Provide the company's web site address if applicable
  - f. Provide information on the qualifications and experience of the management staff of the firm, and who would be assigned to our District. Describe why you believe your firm could successfully operate, maintain and manage the facilities of the POCID.
2. Client Information
- a. State the number of clients for which your firm serves in a similar capacity as what is being considered for the POCID and provide an area map to show the location of those clients in the State of Texas and the number of connections for each client.
  - b. Identify any clients that are in a hurricane-prone area.
  - c. Identify any clients that utilize a vacuum sewer system
  - d. Provide at least 5 client references, including client name, contact person, his/her title, telephone number and email address.
  - e. If your firm has been terminated by any client within the past three (3) years, please supply names(s) of the client(s) and reason(s) for termination or if litigation was filed against the firm.
3. Accounting Information
- a. Describe the payment options available to your clients' customers as well as location of your payment offices. Please include the availability of web access to bills, online bill pay, auto debit and any fees associated with each payment method.
  - b. Specify if your process to bill clients' customers is handled by in-house staff or by subcontract. If it is subcontracted, please specify the subcontractor and where they are located.
  - c. Provide sample reporting of the monthly reconciliation and deposit information provided to your clients' bookkeepers.
4. Facilities Management Experience
- a. Include information on the qualifications of your firm to operate the District facilities, the AirVac vacuum sewer system.
  - b. Describe your firm's process/schedule for reading meters.
  - c. Provide information regarding your firm's laboratories used as subcontractors and routine reporting of sampling and lab analyses to the TCEQ, EPA, and/or any other regulatory agencies.
  - d. Provide information on how your firm handles materials purchasing and any mark-up associated with same.
  - e. Provide information on how your firm handles subcontract work, including a list of known subcontractors, and any mark-up costs associated with same.
  - f. Provide information regarding your firm's experience in investigation and solving water accountability issues and inflow and infiltration issues.
  - g. Provide information regarding your firm's experience with water valve surveys and vacuum pit valve surveys.
  - h. Provide information regarding your firm's emergency preparedness procedures,

including staging places and equipment, supplies, etc.

5. Other

- a. Provide a sample of your company's monthly operations report, log sheets and other related information that would be submitted for monthly board meetings, including timeliness of such information.
- b. Provide a sample invoice that your company would submit to the POCID.
- c. Provide a sample water bill that your company sends to client customers.
- d. Provide information about your company's customer service call center, including regular business hours, extended hours for customer billing questions, 24-hour availability and process for handling and billing for emergency calls during non-business hours.
- e. Please provide your firm's form of contract proposed for use should your firm be awarded this contract.

### **6.3 Discussion of Contractor's plans of Transition/technical Approach**

1. Transition

- a. Explain in detail the process you propose to transition from the current operations, maintenance and management by POCID employees to complete operations, maintenance, and management by your firm per an executed contract.
- b. Discuss in detail the proposed staffing plan. It is the hope of the POCID that the successful firm will give serious consideration to offering employment to all existing water and wastewater employees of the POCID, if these individuals meet the employment criteria of the firm and the proposed staffing. Provide resumes for additional personnel, such as area supervisors etc. and technical personnel that will support this contract.
- c. State your proposal for providing equipment needed to operate and maintain the facilities.
- d. Discuss your proposal to integrate/transfer the current billing and collections system to your firm's system.
- e. Using your experience with other contracts, discuss anticipated issues, problems, etc. that may be encountered during the transition period and your plan to address those issues and provide a smooth transition for the utility customers.

### **6.4 Price Proposal**

It is the intention of the POCID to award a contract which includes: a monthly flat rate for Administrative and Basic Services for POCID, a monthly flat rate for Basic Services for LaSalle WCID No. 1A, with a specified Rate Schedule for Additional and Specialized services as indicated below.

Provide your price proposal for providing the services identified in Section 4.0. Clearly identify those services that would be considered "Basic Services". Utilizing the tables below, provide a rate for each item listed. It is understood that as part of the contract negotiation phase, the Additional Services Rate Schedule incorporated into a Final contract may include scope items and may involve combining or separating scope items represented in this RFP. It is also understood that as part of the contract negotiation phase, a more detailed and comprehensive Basic Services Scope may be developed for

the final contract.

In your Price proposal also include at minimum a discussion of the following topics:

- Summary
- Description of Basic and Additional Services
- Future price adjustments for additional improvement upgrades to the Facilities
- Concepts of pricing adjustments on an annual basis
- Terms and conditions

**Personnel Rates** (specify any applicable minimum hours)

	Port O' Connor		LaSalle WCID No. 1A	
Description	Normal Hourly Rate	Overtime Hourly Rate	Normal Hourly Rate	Overtime Hourly Rate
Officer / Area Manager				
District Manager				
Mechanical Technician				
Information Technology Tech.				
Chief Licensed Operator				
Licensed (A-C) Operator(s)				
D Operator				
Non-Licensed Laborer				
Clerical/Secretarial				
Equipment Operator				
Other (specify)				
Other (specify)				

## Equipment Rates

	Port O' Connor		LaSalle WCID No. 1A	
Description	Hourly Rate	Min. Hours	Hourly Rate	Min. Hours
Utility Trailer				
Service Truck				
Crew Truck				
Dump Truck				
Backhoe				
Loader				
Boring Machine - up to 4"				
Boring Machine - 6" to 12"				
Trencher				
Weed eater				
Lawnmower				
Air Compressor				
2" Pump with hoses				
3" Pump with hoses				
Shoring Box				
Travel Reimbursement				
Mark-up rate on reimbursable				
Other (specify)				
Other (specify)				