



**SENECA COUNTY, NEW YORK  
WATER AND SEWER DISTRICTS**

**2017 Prospect Street**

**Romulus, New York  
14541**

**Phone: 315-220-3150**

**Request for Proposals (RFP)  
Water and Sewer Operations Support and Direction**

The Seneca County Water and Sewer Districts seek proposals to support its operations.

Proposals are requested from municipalities, water districts and other organizations with proven experience and expertise in Water and Sewer technical operations and supervision.

Seneca County Public Works seeks services to support the water and sewer operator, when hired, and public works personnel in activities including the construction, operation, maintenance and repair of municipal water distribution and wastewater collection systems.

Until the operator is hired, the Districts requires that a sufficient number of appropriately certified operators and other employees be available to meet all Health Department requirements. After the operator is hired, the Districts will require support and training for the transition.

There are critical tasks required that must be addressed specifically in the proposal:

- Assistance with small business and residential meter evaluation, repair and replacement program, including conducting an inventory of existing meters, recommending a standardized type and brand of meter, obtaining codes, reinstalling meters, as needed.
- Assistance with routine evaluation and replacement of hydrants as needed and development and implementation of a hydrant inspection and maintenance program.

Other activities include, but are not limited to:

- Assist the Operator to obtain the appropriate certificates to perform all the required activities;
- Conduct the seasonal rechloramination program at the Hillside tank;
- Provide assistance with the installation, extension, repairs, replacement and maintenance of water distribution and wastewater collection lines, as requested;

- Monitor the operation of the water distribution system on SCADA or through on-site inspections;
- Consult on the selection of equipment and consulting services;
- Respond to leaks and other emergencies that cannot be handled by County personnel;
- Assist with maintenance of and repairs to water/wastewater system facilities and equipment, as requested;
- Provide guidance on compliance with Federal and State regulations such as the Safe Drinking Water Act, PESH, Clean Water Act, the New York State Sanitary Code, Environmental Conservation Law and any other applicable environmental laws;
- Provide coverage for certified operators and other personnel during vacation and other authorized absence.
- Respond to UFPO requests, as needed.

The proposal should include an agreement to perform the duties above, a list of the personnel to be assigned to this project and copies of their NYS DOH and DEC operator certificates, and a list of references, including other water and sewer districts, served by the applicant.

The proposals are due no later than Tuesday June 30 at 3:00 PM to:

Seneca County Attorney's Office  
Attn: Carol Cunningham  
Seneca County Office Building  
1 DiPronio Drive  
Waterloo, NY 13165

Proposals will be opened and evaluated on Tuesday June 30 at 3:01 PM in the Board of Supervisors Room, Seneca County Office Building, 1 DiPronio Drive ,Waterloo, NY 13165.

All questions regarding the proposals should be directed in writing to:

Interim Administrator  
Seneca County Water and Sewer Districts  
2107 Prospect St  
Romulus NY 14541  
or by email to [adecicca@co.seneca.ny.us](mailto:adecicca@co.seneca.ny.us).