

Proposal Form
City Services, Inc. Regulatory Compliance Services

OPERATIONS AND MAINTENANCE

Bid Item	DESCRIPTION
1	Operations and Maintenance (O&M) Plan creation complete, including Damage Prevention and Emergency Manual per Part 192, Subpart L, §§192.605, 192.614, and 192.615.
2	O&M Written Procedures development.
3	Year two (2) O&M Plan review complete with resulting revisions.
4	Year three (3) O&M Plan review complete with resulting revisions.
OPERATOR QUALIFICATIONS	
5	Operator Qualifications (OQ) Plan creation including covered task evaluation per Part 192, Subpart N, §192.805.
6	OQ training materials/modules, exams, answer keys and field evaluation forms.
7	Storage and management of training records for electronic access.
8	Field Performance Evaluation.
9	Year two (2) OQ Plan review complete with resulting revisions.
10	Year three (3) OQ Plan review complete with resulting revisions.
DISTRIBUTION INTEGRITY MANAGEMENT	
11	Distribution Integrity Management Plan (DIMP) creation (excluding SHRIMP cost) per Part 192, Subpart P.
12	Year two (2) DIMP review complete with resulting revisions.
13	Year three (3) DIMP review complete with resulting revisions.
PUBLIC AWARENESS	
14	Public Awareness Plan (PAP) creation per Part 192, Subpart L, §192.616 and API RP 1162.
15	Statistical analysis following one (1) Mailing cycle.
16	Four-year Effectiveness Evaluation.
17	Year two (2) PAP review complete with resulting revisions.
18	Year three (3) PAP review complete with resulting revisions.
19	Mail out materials: Assist with General Public (GP) brochure creation.
20	Assist with GP Business Reply Card (BRC) creation.
21	Mail out services: GP brochure printing (number of copies contingent upon request).
22	GP BRC print/mail (number of copies contingent upon request).
OTHER REGULATORY SERVICES	
23	Drug and Alcohol Manual, Part 199, Subpart B, §199.101.
24	Year one (1) compliance meeting.
25	Year two (2) compliance meeting.
26	Year three (3) compliance meeting.
27	Year one (1) annual report assistance.
28	Year two (2) annual report assistance.
29	Year three (3) annual report assistance.
30	Project Management



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