



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
STATE MULTIPLE AWARD
****NON-MANDATORY****

CONTRACT NUMBER:	2-14-89-201, Supplement # 2
DESCRIPTION:	Emergency Bulk Water Supply for Public Water Systems
CONTRACTOR(S):	SMA Supplier Listing
CONTRACT TERM:	6/16/2014 through 6/30/2017
STATE CONTRACT ADMINISTRATOR:	Ashley Lockwood 916-375-4575 ashley.lockwood@dgs.ca.gov

This State Multiple Award (SMA) is non-mandatory. Departments are not required to purchase from this contract. All purchase documents issued under this SMA incorporate the contract terms and applicable California General Provisions.

Note: Supplement #2 replaces and supersedes User Instructions dated 6/30/2015

original signed
Robert Ullrey, Food Acquisitions Manager

Date: **June 24, 2016**

**Emergency Bulk Water Supply for Public Water Systems
(Non-Mandatory) 2-14-89-201
User Instructions**

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1. SCOPE

In the event of natural disaster, equipment failure, water quality or quantity problems, or other unexpected circumstances, a Public Water System may need to purchase bulk water from an approved source to maintain an adequate water supply. Trucked water may be the only viable alternative in some situations. The Emergency Bulk Water Supply for Public Water Systems, State Multiple Award (SMA) contract, defines the State's requirements to ensure that water obtained from bulk water deliveries meets the same water quality standards that are required of public water suppliers. This contract is established under the authority of Public Contract Code Section 10298 and Section 10299.

For further information on the scope of purchases permissible under the Emergency Bulk Water Supply for Public Water Systems, and supplier eligibility requirements, see the SMA Supplier Application Terms and Conditions document.

For the purposes of the Emergency Bulk Water Supply for Public Water Systems SMA contract, Bulk Drinking Water is defined as potable water for human drinking purposes transported by a California licensed Water Hauler in bulk (containers having capacity of 250 gallons or greater), as defined in Health and Safety Code, Section 111070 (d).

Additional products or services may also be obtained such as water storage and dispensing tanks, dispensing equipment, hoses, or pressure pumps.

2. TERM

The SMA will be effective June 16, 2014 and end June 30, 2017, with an option to extend the SMA for additional one-year periods, or portion thereof. The State reserves the right to terminate the SMA for convenience upon thirty (30) days written notice.

The list of approved SMA suppliers is valid for the SMA term. Should the SMA be extended, the State may extend the SMA supplier list or may elect to require suppliers to submit a renewal application to continue to be listed as an approved SMA supplier.

3. EMERGENCY BULK WATER SUPPLY FOR PUBLIC WATER SYSTEMS USAGE/RULES

A. State Departments

- The use of this SMA is non-mandatory for all State of California departments.
- Except where these instructions or the SMA supplier terms and conditions provide otherwise, ordering departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, Public Contract Code, State Administrative Manual, Management Memos, and State Contracting Manual Volume (SCM) Volumes 2 and 3, as applicable.
- To use this contract, the department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have

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not been granted purchasing authority by DGS/PD for the use of State Price Schedules may access the Purchasing Authority Application at <http://www.dgs.ca.gov/pd/Programs/Delegated.aspx> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.

- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

B. Local Governmental Agencies

- Local governmental agency use of this SMA is optional. While the State makes this SMA available to local governmental agencies, each local governmental agency should determine whether the contracts are consistent with its procurement policies and regulations. The above requirements and restrictions are not applicable to local government entities.

4. DGS ADMINISTRATIVE FEES

The Department of General Services will bill each State department an administrative fee for use of this SMA. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the Procurement Division Price Book located at: <http://www.dgs.ca.gov/ofs/Pricebook.aspx>.

5. CONTRACT ADMINISTRATION

The Department of General Services, Procurement Division (DGS/PD) Contract Administrator listed below is the single point of contact for all SMA issues.

Administrator Information	DGS/Procurement Division (State Contract Administrator)
Contact Name:	Ashley Lockwood
Telephone:	(916) 375-4575
Facsimile:	(916) 375-4439
Email:	ashley.lockwood@dgs.ca.gov
Address:	DGS/Procurement Division Attn: Ashley Lockwood 707 Third Street, 2nd Floor, MS 201 West Sacramento, CA 95605

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6. APPROVED SUPPLIERS

The DGS/PD maintains a listing of approved bulk water haulers throughout the State. The bulk water providers listed are not licensed by the Department of General Services, but have chosen to register with DGS and have provided information that they are meeting bulk water requirements under the California Department of Public Health (CDPH). Only orders placed against the Emergency Bulk Water Supply for Public Water Systems contract with suppliers listed on the current SMA Supplier Listing are subject to the terms of this SMA.

Additional suppliers may be added to the SMA Supplier Listing during the life of this contract. Rules for applying to the SMA Supplier Listing are provided in the SMA Supplier Application Terms and Conditions.

7. ORDERING PROCEDURE

This contract is awarded under the authority of Public Contract Code Section 10298 authorizing the director to consolidate the needs of multiple state agencies for goods, information technology, and services. State and local agencies may contract with suppliers awarded those contracts without further competitive bidding.

Ordering agencies must request a quote from the supplier prior to execution of a purchase. While it is not required, agencies are encouraged to request quotes from multiple suppliers, if available, to assure fair and reasonable pricing.

8. PURCHASE EXECUTION (STATE DEPARTMENTS)

State departments must use the Purchasing Authority Purchase Order (Std. 65) or FI\$Cal Purchase Order for all purchases under this SMA. An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/pd/Forms.aspx> (select Standard Forms).

State departments shall submit a completed Purchasing Authority Purchase Order (Std. 65) or FI\$Cal Purchase Order, containing the following information, directly to the approved Emergency Bulk Water Supply for Public Water Systems supplier:

- Department Order Number (Purchase Order Number)
- Ordering Department Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (SMA Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Agency Contact Information (Contact Name, Phone Number, Fax Number, E-mail)
- Description of Goods or Services
- Quantity
- Unit of Measure
- Unit Price
- Extension Price

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- Special instructions regarding delivery hours, security measures, pallet sizes (if applicable)

All orders must be executed in accordance with the State Contracting Manual Volume 2 and 3, Chapter 8.

9. DELIVERY

A certified operator representing the public water system must be present during the water delivery to ensure that all necessary sanitary measures are met and followed during transfer of water into the system's storage tank. The operator should provide the bulk water hauler the following information to help save valuable time in a water shortage situation, including emergencies:

1. Detailed directions to your water system and any access limitations to the tank.
2. Diameter of your fill pipe on your atmospheric tank.
3. The thread pitch (threads per inch length) or other description of the connection point.
4. Determine who supplies pipe or connectors necessary for the transfer.
5. Indicate whether a pump is necessary to unload the water and, if so, who will supply the pump and the amount of lift needed.
6. An estimate of the water volume that may be accommodated in your tank and the best time of day for delivery.
7. Road and bridge weight restrictions en route to the water system.
8. Contact information for last minute changes in the plan. Ideally provide a cell phone or pager number.
9. An estimated number of loads that will be required.
10. Driver clearance procedure
11. Discuss payment terms.

Bulk water should be delivered into a storage tank or pump house tap.

It shall be the bulk hauler's responsibility to obtain proper clearance for delivery drivers prior to any and all deliveries throughout the State. Ordering government agencies must provide up to date clearance procedures to haulers. If the driver does not have proper clearance from a site, it is up to the site as to whether it will accept delivery. The site can reject any order without proper clearance, at no cost to the ordering agency.

The bulk water hauler and all associated subcontractor employees shall comply with applicable installation, facility, area commander policies and guidance for access security procedures. The contractor workforce must comply with all personal identity verification requirements as directed by the government agency.

10. BULK WATER DELIVERY NOTIFICATION

The owner of the public water system is responsible for keeping proper records and making sure that DGS is notified within 5 business days after emergency bulk water is delivered to customers using the **Bulk Water Delivery Notification Form (FAU89-201N)**. The form should be signed by

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the certified operator representing the public water system. The form may be found on the web at: <http://www.documents.dgs.ca.gov/pd/contracts/water/FAU89-201N.docx>. The public water system should retain a copy of the notification form for at least 3 years.

The form may be submitted via mail, email, or fax.

DGS - Procurement Division
Attn: Bulk Water Delivery Notification
707 Third Street, 2nd Floor, MS 201
West Sacramento, CA 95605-2811

Email: fauteam@dgs.ca.gov

Fax: (916) 375-4439

11. ORDERING AGENCY REPORTING REQUIREMENTS

Purchase Order Copies

All ordering agencies must submit a copy of executed purchase documents to:

DGS - Procurement Division
Attn: Ashley Lockwood
707 Third Street, 2nd Floor, MS 201
West Sacramento, CA 95605-2811

12. GENERAL PROVISIONS

Except where these instructions or the Emergency Bulk Water Supply for Public Water Systems Supplier Terms and Conditions provide otherwise, the following General Provisions are effective for this SMA:

- Non-IT Commodities General Provisions (Revised and Effective 06/08/2010)
<http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT060810.pdf>

13. SUPPLIER PERFORMANCE/PROBLEM RESOLUTION

All ordering public entities should report non-compliance issues, technical or contractual difficulties encountered to the DGS/PD Contract Administrator in a timely manner (refer to Section 5, Contract Administration). This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

14. CALIFORNIA SELLER'S PERMIT

The California seller permit numbers, for suppliers providing tangible goods, are listed on the SMA Supplier Listing. State departments can verify that permits are currently valid at the

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following website: www.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contract Manual Volume 2.

15. CDPH WATER HAULER'S LICENSE

The California Department of Public Health Water Hauler License has been verified for each firm at the time of application. Ordering Agencies are responsible for verifying the current license status of the firm at the time of order. The current list of Licensed Water Haulers is available on the following website: <http://www.cdph.ca.gov/programs/Pages/fdbBVW.aspx>.

16. PAYEE DATA RECORD

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments should contact suppliers for copies of the Payee Data Record.

17. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATIONS

The applicable small business (SB) and/or disabled veteran business enterprise (DVBE) certifications for each supplier are listed on the SMA Approved Supplier Listing. State departments can verify that the certifications are currently valid at the following website: <https://caleprocure.ca.gov>.

18. SUPPLIER APPLICATION

Suppliers interested in applying for inclusion to the Emergency Bulk Water Supply for Public Water Systems as an approved supplier must provide a completed SMA Supplier Application (FAU PW-02) and any applicable attachments to the State Contract Administrator.