

MUNICIPALITY OF ANCHORAGE

PURCHASING DEPARTMENT

PHONE (907) 343-4590 -

Mailing Address
P.O. Box 196650
Anchorage, AK 99519-6650

Physical Address
632 W. 6th Avenue, Suite 520
Anchorage, AK 99501

REQUEST FOR QUOTATION NO. 2022Q009

RFQ No. **2022Q009** – Provide Underground Storage Tank Inspections to the Municipality of Anchorage, Various Locations.

Date of Request	Reply Must Be Received Prior To	Buyer	Buyer Phone Number
2/17/22	3:00 P.M. Local Time, February 25, 2022	Cris Chavez	907-343-6430

THIS IS NOT AN ORDER

PLEASE QUOTE AT ONCE ON THE FOLLOWING AND SPECIFY YOUR DELIVERY DATE

Cover Sheet	Page 1
Quote Proposal	Page 2
General Provision	Page 3
Insurance	Consisting of three (3) pages
UST Inspections Scope of Work	Consisting of three (3) pages
Monthly UST Inspection Checklist	Consisting of two (2) pages
Monthly Generator Inspection Checklist for Diesel	Consisting of one (1) page
APD Background Check Authorization & Release Form , Attachment A	Consisting of one (1) page

Quote must be submitted on Quote Proposal Page 2 along with all required information per attached Specifications.

This Request for Quotation is available electronically (.pdf) at the Municipality of Anchorage, Purchasing Office's website; <http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>. Should you choose to obtain a copy of this from our website; it is your responsibility to periodically check the website for any addenda.

Questions regarding this solicitation **MUST** be submitted in writing by e-mail: wwpur@muni.org. Attention to the Buyer listed above and identified by the RFQ Number, Title and return email address.

Quotations will be submitted to the Purchasing Department via one of the following methods. The **preferred** method is email.

1. Email: wwpur@muni.org ("**Subject**" line must include **Buyer name and RFQ number**)
2. Mail: P.O. Box 196650, Anchorage, AK 99519-6650
3. Hand delivery: 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501.

Municipality of Anchorage
Purchasing Department
632 W. 6th Avenue, Suite 520
Anchorage, AK 99501

Municipality of Anchorage
Purchasing Department
P.O. Box 196650
Anchorage, AK 99519-6650

MUNICIPALITY OF ANCHORAGE

Cris Chavez

Cris Chavez
Buyer

Phone: 907-343-4590

Office Hours: 8:00 - 5:00 M-F Excluding

Municipal Holidays

QUOTE PROPOSAL

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Loussac Library, 3600 Denali St. Standard Monthly Inspection	1	EA	\$ _____	\$ _____
2	APD Headquarters, 4501 Elmore Rd., Standard Monthly Inspection	1	EA	\$ _____	\$ _____
3	APD Headquarters, 4501 Elmore Rd., Standard Diesel Inspection	1	EA	\$ _____	\$ _____
4	Spenard Rec Center, 48 th Ave., Standard Monthly Inspections	1	EA	\$ _____	\$ _____
5	Fire Station #3, 432 Bragaw St., Standard Diesel Inspection	1	EA	\$ _____	\$ _____
6	Fire Station #5, 2207 McCrae Rd, Standard Diesel Inspection	1	EA	\$ _____	\$ _____
7	Fire Station #9, 13915 Lake Otis Parkway, Standard Diesel Inspection	1	EA	\$ _____	\$ _____
Total (Lines 1 – 9)					\$ _____

The bidder will accept credit card payment for purchases against this RFQ

Yes

No

Addendum Acknowledgement

Number(s) _____ is/are hereby acknowledged

By submitting a quote, the quoter acknowledges receipt, has reviewed, and understands of all documents listed on the Cover Sheet. For purposes of quote evaluation and contract award, in the event of inconsistency between the unit price and the extended price, the unit price will govern.

Authorized Representative Signature

Date

Printed Name

Title

Printed Vendor Name

Phone Number

Mailing Address

Fax Number

City, State, Zip Code

Company Email Address

Physical Address of Company (if different from above)

City, State, Zip Code

By signing above the bidder certifies they are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.

GENERAL PROVISIONS

REQUIRED DOCUMENTS: Only the following listed items marked with a “☑” are required to be submitted with your Quote.”

- ☑ Quote MUST be submitted on the Quote Proposal Page 2 of this RFQ
- ☑ Quoted prices may not be withdrawn or changed for a period of thirty (30) days
- ☑ Payment terms are Net/30

EVALUATION: Award will be made to the lowest responsive and responsible bidder in accordance with Anchorage Municipal Code Sections 7.15.040, 7.20.020, 7.20.030, and 7.20.040, with preference to local bidders applied in accordance with Section 7.20.040. Evaluation for determining the lowest bid will be made in the **aggregate. TO BE CONSIDERED FOR AWARD ALL ITEMS MUST BE BID.** All items must be new and come with manufacturer’s warranty, if supplied by the manufacturer. The purchasing officer shall have the sole discretion to determine whether the bid submitted meets specifications of the Invitation to Bid, whether a bidder is responsive, and whether a deviation is material.

ANTI-DISCRIMINATION CLAUSE: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status or mental or physical handicap. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to the characteristics listed above. Such action will include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code

INSURANCE

By submitting a bid, the bidder agrees, if they are the successful bidder, to obtain and maintain the insurance required by this section. The bidder also agrees to provide the Municipality a copy of their Certificate of Liability Insurance prior to signing the contract and prior to commencement of any work under this contract.

GENERAL: The Contractor will not allow any subcontractor to commence work until the subcontractor has obtained insurance as listed in this section. The contractor and each subcontractor shall maintain this insurance throughout the life of this contract, including any maintenance and/or guarantee/warranty period. The contractor shall obtain separate insurance certificates for each contract.

ADDITIONAL INSURED: The Municipality of Anchorage shall be listed as an additional insured on all General and Auto Liability policies required by this contract. All policies shall contain a waiver of subrogation against the Municipality, except Professional Liability. All policies shall remain in effect during the life of the contract. The Contractors insurance certificate shall also indicate the Municipality of Anchorage as a certificate holder of the policy.

WORKERS COMPENSATION: The Contractor shall purchase and maintain during the life of this contract, workers compensation insurance for all employees who will work on this project and, if any work is sublet, the Contractor shall require the subcontractor similarly to provide such insurance. Employers' Liability with a minimum limit of \$500,000 shall be maintained and Workers Compensation with minimum limits as required by Alaska State Workers Compensation Statutes. The policy shall contain a waiver of subrogation against the Municipality.

NOTICE TO "OUT-OF-STATE" CONTRACTORS WORKING IN ALASKA: The Contractor shall provide evidence of Workers Compensation insurance, either State of Alaska Workers Compensation coverage or an endorsement to the Contractor's home state Workers Compensation policy, evidencing coverage for "other states" including Alaska, prior to execution of a contract or, if approved, before commencement of contract performance in Alaska.

GENERAL LIABILITY: The Contractor shall purchase and maintain, in force, during the life of this contract such general liability insurance as shall protect the Owner and the Contractor against losses which may result from claims for damages for bodily injury, including accidental death, as well as from claims for property damages which may arise from any operations under this contract whether such operations be those of the Contractor, a subcontractor or anyone directly or indirectly employed by either of them.

<u>Commercial General Liability</u>	<u>Minimum Limits</u>
Products/Completed Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Medical Payments	\$5,000
<u>Commercial Auto Liability</u>	<u>Minimum Limits</u>
Combined single limit (Bodily Injury and Property Damage)	\$500,000
Including all owned, hired, and non-owned	
<u>Workers Compensation and Employers Liability</u>	<u>Minimum Limits</u>
Per Alaska statute	\$500,000
<u>Errors and Omissions</u>	<u>Minimum Limits</u>
Professional Liability (Not required unless limits appear in space provided)	
<u>Umbrella Liability</u>	<u>Minimum Limits</u>
(Not required unless limits appear in space provided)	
\$ _____ S.I.R.	

Each insurance policy required by this section shall require the insurer to give advance notice to the MOA/Contract Administrator prior to the cancellation of the policy. IF the insurer does not notify the MOA upon policy cancellation, it shall be the Contractor's responsibility to notify the MOA of such cancellation.

COMPLIANCE WITH LAWS

The Contractor shall observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Municipality of Anchorage harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

(Remainder of Page Initially left Blank)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) shall be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C,	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE OCCUR						MED EXP (Any one person) \$
	<input type="checkbox"/>						PERSONAL & ADV INJURY \$
	<input type="checkbox"/>						GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULE D AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>	<input type="checkbox"/>	AUTOS				\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB		OCCUR				AGGREGATE \$
	<input type="checkbox"/>		CLAIMS-				\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE		Y / N				E.L. EACH ACCIDENT \$
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> N / A				E.L. DISEASE - EA \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

- The Municipality of Anchorage is an additional insured on Auto and General Liability policies. All policies, including workers compensation, contain a WAIVER OF SUBROGATION against the Municipality, except Professional Liability, .
- CANCELLATION: "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the Policy Provisions."

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	Authorized Representative

MUNICIPALITY OF ANCHORAGE MAINTENANCE AND OPERATIONS

Underground Storage Tank Inspection

1. SCOPE

This Request for Quote is for a Monthly Underground Storage Tank (UST) Inspections Services Contract. The Contractor will provide all necessary parts, labor, material, equipment, supplies, etc. to inspect all listed tanks on the proposal page

2. PERFORMANCE OF THE WORK

Work required under this requirement will begin immediately after award. UST shall be inspected in accordance with the MONTHLY UST SYSTEM INSPECTION CHECKLIST attachment. The following is a list of the applicable USTs.

1	Loussac Library 3600 Denali Street	1 EA	1000 Diesel
2	Anchorage Police Department	2 EA	12,000 Gasoline and 4,000 Diesel
3	Spenard Recreation Center 2020 W. 48 th Ave,	1 EA	6,000 Diesel
4	Fire Station #9 13915 Lake Otis Pkwy	1 EA	2,500 Diesel
5	Fire Station # 5 2207 McRae Road	1 EA	2,500 Diesel
6	Fire Station # 3 432 Bragaw Street	1 EA	2,500 Diesel

All work will be performed by a Certified Class "A" or "B" Operator outlined by the Alaska Department of Environmental Conservation (ADEC) EPA.ADEC/EPA. Facility Monthly UST Inspections & Checklist attached as required by Alaska Department of Environmental Conservation and the Environmental Protection Agency started on date of award. A copy of attached monthly inspection checklist will be sent to ADEC via email and a hard copy to be kept at facility.

All work will be performed by a Certified Class "A" or "B" Operator outlined by the Alaska Department of Environmental Conservation (ADEC) and Environmental Protection Agency (EPA). Facility Monthly UST Inspections & Checklist attached as required by ADEC and EPA started on date of award. A copy of attached monthly inspection checklist will be sent to ADEC via email and a hard copy to be kept at facility.

3. WORK PERFORMED BY OTHERS

The Municipality reserves the right to perform any or all work required by this contract.

4. CONTRACT ADMINISTRATION

The Contract Administrator for this contract will be the Director of the Maintenance and Operations Department or his designee.

The Contractor will maintain phone service twenty-four hours a day for the purpose of receiving call-out notices. The appropriate phone numbers will be supplied to the Contract Administrator within twenty-four hours (24) of award of any resulting contract.

MUNICIPALITY OF ANCHORAGE MAINTENANCE AND OPERATIONS

Underground Storage Tank Inspection

5. CONTRACTOR QUALIFICATIONS

- a. The Contractor will be licensed as required by Alaska Department of Environmental Conservation (ADEC) and the Environmental Protection Agency (EPA) licensing requirements and shall have been in a similar active business for the past five (5) years.
- b. The Contractor will have in its local employment at least two (2) Certified Class "A" or "B" Operator outlined by the ADEC/EPA to provide inspections at various locations within the Municipality of Anchorage.

6. PAYMENT

Payment for work completed will be in accordance with established prices. Invoices will be submitted on a monthly basis and will list the name and address of the facility. Proving the description of the work accomplished, the cost of the inspection and a total cost.

The Contractor will be compensated for a rate agreed to in the quote. The Municipality reserves the right to add or delete to the services required without effecting established bid prices.

7. UPON SITE ACCESS

Each employee of the successful Bidder/Contractor requiring on-site access to the Anchorage Police Department facilities during the performance of the contract will execute authorization forms for inter/intrastate criminal history background investigation prior to award of the contract and anytime an authorized employee is replaced. Each individual background investigation will be evaluated by the Anchorage Police Department on a basis commensurate with internal security risk associated with the nature and location of the project. A Bidder/Contractor employee failing the criminal history background investigation will not be authorized for access or work in any Anchorage Police Department location, for the duration of the project. **See Attachment "A"**

If during the life of any resulting contract, a company officer, owner, partner or joint venture member develops a history deemed questionable by the Anchorage Police Department, the contract may be terminated. If during the life of any resulting contract, a company employee develops a history deemed questionable by the Anchorage Police Department, the Anchorage Police Department may request through the Contract Administrator, the employee be replaced. The Anchorage Police Department through the Contract Administrator may at any time request removal of a contractor employee from the premises, if APD deems the further presence of that individual would be a threat to the security of the facility or a threat to the normal operation of the facility in general.

The Municipality of Anchorage requires the contractor personnel display an identifying badge which will be worn while on duty in the facility at all times. The badge must as a minimum contain a picture of the employee, the employees name and the contracted company's name. Contractor will be required to provide their own identification badge, which must be approved by the Contract Administrator prior to being awarded a contract.

MUNICIPALITY OF ANCHORAGE
MAINTENANCE AND OPERATIONS

Underground Storage Tank Inspection

8. PERIOD OF PERFORMANCE

Term of the contract will be for one (1) year from date of award with an option to renew at the same price, for two (2) additional one (1) year periods upon mutual consent.

APPENDIX A-2: SAMPLE FORM FOR MONTHLY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST – Page 1

Go to www.pei.org/RP900 for an electronic version of this form.

MONTHLY UST SYSTEM INSPECTION CHECKLIST										
Facility ID#	Facility Name/Address				Level II Qualified Person Signature				Date	
If any problem is found, contact:					Contact information:					
Category	Description				PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Operator Training	Review site training documents				7.4					
Daily Inspections	Complete daily checklist and compare to previously completed daily checklists				7.5.1					
Leak Detection Recordkeeping	Circle method of tank leak detection: ATG, CIM, SIR, IC, GWM, SVM, MIMT Circle method of piping leak detection: CIM, MPLT, SIR, GWM, SVM, MIMP				7.6					
Automatic Tank Gauge (ATG)	Passing tank test report printed and properly filed				7.6.1.1					
Continuous Interstitial Monitoring (CIM)	Sensor status report printed and properly filed				7.6.2.1					
Monthly Piping Leak Test (MPLT)	Passing piping leak test report printed/documented and properly filed				7.6.3.1					
Statistical Inventory Reconciliation (SIR)	Last month's SIR results passed and available for inspection				7.6.4.1					
Inventory Control (IC)	Inventory reconciled and within the company or regulatory standard				7.6.5.1					
Manual Groundwater Monitoring (GWM)	Groundwater bailer in good condition				7.6.6.1					
Manual Groundwater (GWM) or Soil Vapor Monitoring (SVM)	Wells sampled and results pass				7.6.6.2					
Manual Interstitial Monitoring for Tanks (MIMT)	Steel tank: interstitial space checked and found dry				7.6.7.1					
	Fiberglass tank: interstitial space checked and found dry				7.6.7.2					
	Fiberglass tank: level of monitoring fluid within normal range				7.6.7.3					
	For steel and fiberglass tanks, vacuum level is within tolerances				7.6.7.4					
Tnk 1 vac: Tnk 2 vac: Tnk 3 vac: Tnk 4 vac:										
Manual Interstitial Monitoring for Piping (MIMP)	Containment sump (STP and/or remote fill sump) inspected and no liquid found				7.6.8.1					
All Tanks					7.7					
Spill Kit	All components of the spill kit are present and in good condition				7.7.1					
Grade-Level Covers	All covers present, in good condition, seated firmly on the correct tank				7.7.2.1					
Spill Containment Manhole	Drain valve in spill containment manhole in good condition				7.7.3.1					
	Interstitial space of double-walled containment manhole is dry				7.7.3.2					

APPENDIX A-2: SAMPLE FORM FOR MONTHLY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST – Page 2

Go to www.pei.org/RP900 for an electronic version of this form.

Category	Description	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Drop Tube	Standard drop tube smooth, no ragged edges, in good condition	7.7.4.1					
	Top edge of coaxial drop tube smooth, round, slightly below the top edge of the fill pipe	7.7.4.2					
Tank Gauge Stick	Tank gauge stick can be clearly read, is not warped or broken	7.7.5.1					
Check for Water	No water present in the tank	7.7.6.1					
Tank Vents	Vent cap present, vent pipe solidly supported and vertical	7.7.7.1					
Stage I Vapor Recovery		7.8					
Two-Point (Dual-Point) Vapor Recovery	Cover present, colored orange, seated firmly at grade, not broken, cracked or chipped	7.8.1.1					
	If spill containment manhole is present, no dirt, trash, water or product	7.8.1.2					
	If spill containment manhole is present, no cracks, bulges or holes	7.8.1.3					
	Vapor recovery cap in good condition, seals tightly	7.8.1.4					
	Poppet of vapor recovery adaptor seals tightly	7.8.1.5					
Observation and Monitoring Wells		7.9					
	Observation well cover is properly identified and secured	7.9.1.1					
Corrosion Protection		7.10					
Impressed-Current Cathodic Protection	Record volt and amp readings, readings consistent with previous months	7.10.1.1					
	Record hour meter reading (if present); Reading increases by about 700 hours each month	7.10.1.2					
Unmonitored Dispensers and Submersible Turbine Pumps (STPs)		7.11					
Unmonitored Dispensers	All dispenser components are clean and dry	7.11.1					
Unmonitored STPs	No fuel detected in STP access manhole	7.11.2					
DESCRIBE ANY DEFICIENCIES HERE:							
<p>Instructions: Mark each tank where no problem is observed with a checkmark: ✓ If certain equipment is not required and / or not present, mark checklist in the N/A column. If a defect is found, mark the checklist with an "X," describe the problem in the "DEFICIENCIES" section, and notify the appropriate person. Refer to the section listed in the "PEI/RP900" column for additional information. Refer to PEI RP500, <i>Recommended Practices for Inspection and Maintenance of Motor Fuel Dispensing Equipment</i>, for inspection procedures that apply to fuel dispensing equipment.</p>							

MONTHLY GENERATOR UST SYSTEM INSPECTION CHECKLIST FOR DIESEL TANKS

Facility ID #	Facility Name / Address	Level II Qualified Person Signature				Date	
If any problem is found, contact:		Contact information:					
Category	Description	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Operator Training	Review site training documents	7.4					
Daily Inspections	Complete daily checklist and compare to previously completed daily checklists	7.5.1					
Leak Detection	Recordkeeping	Circle method of tank leak detection: ATG, CIM, SIR, IC, GWM, SVM, MIMT Circle method of piping leak detection: CIM, MPLT, SIR, GWM, SVM, MIMP	7.6				
Automatic Tank Gauge (ATG)	Passing tank test report printed and properly filed	7.6.1.1					
Continuous Interstitial Monitoring (CIM)	Sensor status report printed and properly filed	7.6.2.1					
Monthly Piping Leak Test (MPLT)	Passing piping leak test report printed / documented and properly filed	7.6.3.1					
Statistical Inventory Reconciliation (SIR)	Last month's SIR results passed and available for inspection	7.6.4.1					
Inventory Control (IC)	Inventory reconciled and within the company or regulatory standard	7.6.5.1					
All Tanks		7.7					
Spill Kit	All components of the spill kit are present and in good condition	7.7.1					
Grade-Level Covers	All covers present, in good condition, seated firmly on the correct tank	7.7.2.1					
Spill Containment Manhole	Drain valve in spill containment manhole in good condition	7.7.3.1					
	Interstitial space of double-walled containment manhole is dry	7.7.3.2					
Drop Tube	Standard drop tube smooth, no ragged edges, in good condition	7.7.4.1					
	Top edge of coaxial drop tube smooth, round, slightly below the top edge of the fill pipe	7.7.4.2					
Tank Gauge Stick	Tank gauge stick can be clearly read, is not warped or broken	7.7.5.1					
Check for Water	No water present in tank	7.7.6.1					
Tank Vents	Vent cap present, vent pipe solidly supported and vertical	7.7.7.1					

DESCRIBE ANY DEFICIENCIES HERE:

Instructions: Mark each tank where no problem is observed with a checkmark: ✓ If certain equipment is not required and / or not present, mark checklist in the N/A column. If a defect is found, mark the checklist with an "X" describe the problem in the "DEFICIENCIES" section, and notify the appropriate person. Refer to the section listed in the "PEI /RP900" column for additional information. Refer to PEI RFP500, *Recommended Practices for Inspection and Maintenance of Motor Fuel Dispensing Equipment*, for inspection procedures that apply to fuel dispensing equipment.

MUNICIPALITY OF ANCHORAGE (MOA)
ANCHORAGE POLICE DEPARTMENT (APD)
BACKGROUND CHECK AUTHORIZATION AND RELEASE FORM

Last Name _____ First Name _____ Middle Initial _____

Company Name: _____ POC: _____ Phone#: _____

Soc. Sec. # _____ - _____ - _____ Date of Birth _____

Current Driver's License # _____ State Issued _____

List any other states you have lived in: _____

Request for (check one): ___ Supervised or ___ Unsupervised ___ Outdoor Facility Grounds

I hereby authorize the Anchorage Police Department to perform a preliminary criminal background investigation for the purpose of entry into an APD police facility for the purpose of contracted work to be performed. I understand the information may be reviewed initially and periodically by Anchorage Police Department. I release the Anchorage Police Department and my employer, their agents and assigns, from any and all demands and/or liabilities that may originate from these investigations conducted by them upon the authority of this release.

I hereby authorize that a photocopy or electronic facsimile of this document shall serve as an original.

Applicant Signature _____

Date _____

Submit to:

Stephen W. Miko
Resource Manager
Anchorage Police Department
4501 Elmore Road
Anchorage, Alaska 99507-1599
(907) 786-8540 desk
(907) 786-8818 fax
Smiko@muni.org

For Internal Use Only	
Denied <input type="checkbox"/>	Approved <input type="checkbox"/>
Processed by: _____ (Initials)	
DSN: _____	
Date: _____	