

## BACKGROUND

*"Sample Bid Request", " The Sample Bid Request set forth below was published in Underwater magazine (Summer 1997) edition and since updated [July 2004]. This article, written by Ross Saxon, was intended to provide guidance to a company not fully familiar with the conduct of commercial diving services so that they could properly evaluate whether bid respondents were reasonably able to conduct the intended operations with the highest regard for safety.*

*Frequently those who seek to contract for underwater services consider the diving or underwater operation as one merely conducted by persons able to go beneath the surface. Because a company or individual possesses the ability to dive beneath the surface of the water does not mean that the company or individual is capable of performing underwater tasks in a professional, thorough and safe manner. You must always keep in mind that the ability to dive does not include an inherent ability to perform, and that the experience and training gained by a commercial diver are critical to the success of the project.*

*No-one intending to contract for commercial diving or other underwater performance should get "hung-up" merely on the bid offer. Frequently the low-bidder demonstrates a lack of appreciation for the constraints of the job by the offer presented. Of greater significance will be the technical competency of the bidder! The offer presented should clearly evidence a thorough working knowledge of the tasks requested, documented evidence that personnel and equipment to be used are suitable, and reasonable comfort that the business operations of the bidder are consistent with requirements. Your request for bid/proposal should generally furnish the following types of information for use by the bidding party:*

## BID REQUEST CONSIDERATIONS [7/04]

### SCOPE OF WORK

- A. Bidders shall be expected to conduct underwater service operations to a maximum depth of \_\_\_ feet of sea water (or fresh water), using approved commercial diving practices, procedures, equipment, and trained and experienced diving personnel who shall have completed a recognized course of commercial diving, in order to perform the following underwater activities:
  - ◆ 1.
  - ◆ 2.
  - ◆ 3. etc.
- B. Underwater operations shall be conducted in accordance with all local, state, and federal regulations, as applicable to the area of jurisdiction. As a minimum, these shall be considered to be:
  - ◆ National Regulation in effect [29 CFR or, 46 CFR in the United States or \_\_\_\_\_ in \_\_\_\_\_ [Country]
  - ◆ Association of Diving Contractors International *Consensus Standards for Commercial Diving and Underwater Operations – 5<sup>th</sup> Edition.*
- C. In no circumstances shall diving operations be conducted with less than a three man diving team [comprised of a Diving Supervisor, Diver, and Standby Diver/Entry Level Tender/Diver] nor shall any member of a

diving team remain at the dive station for a period longer than twelve hours per day. Personnel shall be afforded a minimum of eight hours rest between shifts and be provided with at least two hot meals during any twenty-four hour period. The diving team members must be:

- ◆ Formally trained in Commercial Diving either through:
    - Having completed a formal course of instruction at a public or private accredited school (including a military school) commercial diving school or;
    - Have a minimum of five years of documented on-the-job experience in the conduct of commercial diving activities
  - ◆ Should possess an ADCI Commercial Diver Certification Card at a level appropriate to their competency evaluated by their employer.
- D. Diving operations must be supervised as required by the appropriate governing regulation. The designated Person-In-Charge/Diving Supervisor shall be appointed in writing as that individual who is in charge of planning and execution of the diving operation including the responsibility for the safety and health of the dive team. He or she shall insure that before commencing any diving operation that the dive team members are briefed on:

- ◆ The tasks to be undertaken
- ◆ Any unusual hazards or environmental conditions likely to affect the safety of the diving operation
- ◆ Any modifications to operating procedures necessitated by the specific diving operation

*(Note: The Designated Person-In-Charge/Diving Supervisor is that individual properly appointed in writing who shall at all times be able to meet the responsibilities of that position. The Designated Person-In-Charge/Diving Supervisor shall not serve in a dual capacity as a dive tender, diver or in any other functional position that would interfere with his or her ability to remain in charge and take action as appropriate.)*

- E. No diving operation will be conducted by personnel who have not had a minimum of eight hours rest prior to Commencement of any operation
- F. If any waterborne environmental hazards are expected to be present at the site of diving operations these must be defined in the request for bid/tender and suitable preventative measures discussed and applied.
- G. If any movement of marine craft or other interference will be present in the area of diving operations while diving operations are planned, these must be noted and identified. During the Planning and Assessment/Job Hazard Analysis phase leading up to the conduct of operations consideration must be given to these factors.

## DOCUMENTATION

- A. Bidders shall be required to submit one copy of their company Safe Practices or Operations Manual for review. That documentation must include a copy of the applicable National regulation(s) and shall be present at the dive station throughout any operation conducted. This document shall include as a minimum:
- ◆ Safety procedures and checklists for each diving mode used
  - ◆ Diving checklists: pre- and post-dive
  - ◆ Dive team assignments and responsibilities
  - ◆ Equipment procedures and checklists for each diving mode used
  - ◆ Emergency procedures for:
    - a. Fire
    - b. Equipment failure
    - c. Adverse environmental conditions including but not limited to weather and sea state
    - d. Medical illness and treatment of injury
- B. Insurance documentation shall be furnished to provide evidence that Worker's Compensation; U.S.L. & H. Insurance; Marine Employers Liability (as applicable) forms are in effect for each and every person intended

to be utilized on the job and with the appropriate classification indicated. If other forms of insurance are required these should be made known to the potential Bidders.

- C. If a decompression chamber is not required at the job site, each bidding party shall include a statement to the effect: "I certify that a decompression facility is located at \_\_\_\_\_ and that the telephone number at the location is \_\_\_\_\_; that available hospitals and physicians have been identified and their contact telephone numbers are on record; that these persons have been advised that diving operations are planned over a period between \_\_\_\_\_ and \_\_\_\_\_, and have stated that the decompression chamber will be available in response to a diving emergency."
- D. Each bidder shall furnish a statement that:
- ◆ Semi-Annual air quality samples have been taken on breathing air systems intended for use on the job.
  - ◆ Annual inspection of diving umbilicals have been completed and each diving umbilical is marked in ten-foot increments as per regulations
  - ◆ All gauges have been calibrated within the last six months
  - ◆ Diver helmets have been maintained and inspected in accordance with manufacturers' recommended procedures and a record of same available either from the diving company or the Divers Log book.
  - ◆ Each dive member has a valid CPR Certification document (annual) and current first aid certificate (renewed every three years).
  - ◆ Each dive team member has a current diving physical report on file in the company offices.
  - ◆ Minimum diving emergency equipment shall be available at the site of diving operations and consist of
    - a. a physician-approved first aid kit and manual
    - b. a bag-type manual resuscitator with transparent mask and tubing
  - ◆ Each dive team member has:
    - A Divers Log Book [in some cases this will be represented by a company form of log].
    - Credentials supporting the receipt of formal commercial diving training and certification.  
*Note: in some cases these may be presented by the company but should, as a minimum show a picture of the diver, some form of identification number such as SSN or Passport Nr., and the level of commercial diver certification the individual has achieved. The ADCI Commercial Diver Certification Card is an internationally recognized document and should be offer to support this requirement.*
- E. *(Note: To properly evaluate response to requests for bid it may be appropriate to incorporate a two phase solicitation if time permits This procedure will furnish you an opportunity to evaluate bidders for technical competency and financial responsiveness.)*