

OUTAGAMIECOUNTY

REQUEST FOR PROPOSAL

FOR

WATER PUMPS AND PITS MAINTENANCE FOR LIFT STATIONS

FOR

HIGHWAY DEPARTMENT

Due By: April 17, 2024 - 2:00 pm CT

1.0 Specifications

The Outagamie County Highway Department is seeking a contractor to provide maintenance and inspections for water pumps and pits located at two lift stations. Additionally we are requiring the awarded contractor provide 24x7 emergency services at these lift stations.

The lift stations requiring maintenance are:

Appleton Lift Station

- Located at STH96/Wisconsin Avenue in Appleton. This is west of Westhill Blvd.
- This lift station has one 15HP; 4,000 GPM pump.
- Confined space protocols would be followed for work.
- This lift station would require annual maintenance in the early spring.

Black Creek Lift Station

- Located at STH 54/West State Street in Black Creek. This is on the east side of the Rail Road Viaduct along the north side of STH 54 west of STH 47.
- This lift station has one 30HP pump, and two 5HP Pumps in service. Plus one 5HP spare pump.
- Confined space protocols would be followed for work.
- This lift station would require biannual maintenance in the early spring and late fall. The maintenance would not only be on the three active pumps but also on the one spare pump.

The scope of work for each maintenance visit would include:

- A. Removal of sediment and debris prior to inspection:
 - i. From sump pit inside the pump house.
 - ii. From sump pits behind the guardrail (at Black Creek site only).
 - iii. From pump impellers (pumps can be pulled up using the onsite pulley system for cleaning).
 - iv. From plumbing and storm sewer.
 - v. All captured sediments require proper disposal and may involve hazmat.
- B. Inspections to confirm the conditions of:
 - i. Electrical Connections:
 - Breakers functional and do not trip with pump activation.
 - Wiring not corroded or broken.
 - If ground faults exist.
 - ii. Pump Impellers:
 - Are in good condition, not bent or worn.
 - iii. Pump Discharge Plumbing:
 - vi. No leakage in plumbing.
- C. Confirm the condition of the mechanical operation:
 - Floats move freely and trigger operation of pumps.
 - Pumps spin impellers.
 - Pumps draw down water in pit during operation.
 - No leakage in plumbing.
 - Chain pulley systems operate properly to remove pumps from sumps.

D. Documentation of findings:

- Provide documentation in pdf format to the Highway Department and to the WI DOT at DOTNERMaintenance@dot.wi.gov.
- Provide information on the sediment and debris amounts found during cleaning (Section A above). If any materials were hazmat, provide documentation on proper disposal.
- Provide information on the issues/deficiencies discovered and correction actions during the inspection (Section B above).
- Provide information on the problems discovered and corrective actions during the mechanical option (Section C above).

The vendor shall price per lift station per maintenance visit for the visits in 2024 and 2025. The first visit will be in spring 2024. The agreement is for a two-year term. All maintenance visits must have a representative from the Outagamie County Highway Department in attendance. Coordinate visits with Chad Johnson or Curtis Riedy (contact information in Section 3.0).

Emergency Service

The awarded contractor must be able to provide 24/7 emergency service for issues at the lift station. These issues may include, but not limited to:

- Assistance in troubleshooting pumps.
- Putting a contractor supplied spare pump in operation at the Appleton Lift Station and an owner supplied spare pump in operation at the Black Creek Lift Station.
- Replacing damaged electrical wiring.
- Emergency sump clean out.
- Making repairs to pumps and/or plumbing.

The contractor will complete page 2 of the proposal form which references the hourly labor rate for 24x7 service. This hourly labor rate shall include the worker, transportation to/from the site (no travel time will be paid), tools used and expendable supplies used. Any parts used will be invoiced at a rate not to exceed 10% markup over the contractor's cost.

Site Tour

If a contractor would like to gain access to the pump houses, contact Chad Johnson or Curtis Riedy (information in Section 3.0) to schedule a time to access the site. Also reference as-built drawings for each lift station.

2.0 **Proposal Submittal**

Provide the following with your proposal:

- Completed Proposal Form.
- Completed Attachment A (insurance and indemnification requirements).
- References of a minimum of three and maximum of five similar projects.
- Provide information on your ability to provide 24/7 emergency service if requested. Provide information such as your timeframe to respond to a service request, number of technicians available for emergency service and how emergency service would be requested.

3.0 **Contact Information**

Site Information

Chad Johnson
Superintendent
920-209-9802

Chad.Johnson@outagamie.org

Curtis Riedy
Superintendent
920-209-9801

Curtis.Riedy@outagamie.org

Purchasing Policy & Procedure Information

Joseph Zellmer
Highway Engineer
920-968-5756

Joseph.Zellmer@outagamie.org

4.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a proposal may request from the County's contact person(s) additional information or. A proposer's failure to request additional information or clarification shall preclude the proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the proposer's responsibility to assure receipt of all addenda. Upon such posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 **County Reservation**

- a. This request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.

- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this solicitation and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specifications.
- f. Outagamie County reserves the right to request clarifications for any proposal.

6.0 **Closing Date**

The County will receive proposals up to 2:00 p.m., CT, April 17, 2024

7.0 **Proposal Delivery**

Email proposals to joseph.zellmer@outagamie.org

8.0 **Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be reflected in the proposal.

9.0 **Method of Procurement**

The method for this procurement is competitive request for proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

10.0 **Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

11.0 **Status of Proposal**

Information on status could be obtained from Outagamie County's web site www.outagamie.org then go to **Status of Bids/Proposals**.

**Outagamie County Proposal Form
Water Pumps & Pit Maintenance
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Proposals Due: April 17, 2024 -- 2:00 p.m., CT

Email Proposal To: joseph.zellmer@outagamie.org

Price per service (one annual service) at Appleton Lift Station	
2024 Rate \$ _____	2025 Rate \$ _____

Price per service (2 times annually) at Black Creek Lift Station	
2024 Rate \$ _____	2025 Rate \$ _____

Include information as requested in Section 2.0

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

**Outagamie County Proposal Form
Water Pumps & Pit Maintenance
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Emergency Services (24/7) Hourly Rates:

Troubleshooting assistance

2024 Rate \$ _____

2025 Rate \$ _____

Putting spare pump into operation

2024 Rate \$ _____

2025 Rate \$ _____

Replacing damaged electrical wire

2024 Rate \$ _____

2025 Rate \$ _____

Emergency sump clean out

2024 Rate \$ _____

2025 Rate \$ _____

Making repairs to pumps and or plumbing

2024 Rate \$ _____

2025 Rate \$ _____

Rates stated above will incur a minimum billing of _____ hour(s)

All parts used will be marked up at _____% over contractor's cost (for both years 2024 and 2025).