

Outagamie County Request for Proposals Pump & Lift Station Maintenance

Attachment A – Special Provisions

1. General

Perform the work under this proposal for the routine maintenance of stormwater pumping equipment and lift stations at multiple locations in Outagamie County, Wisconsin. Execute the work as specified in the Standard Specifications for Highway and Structure Construction of the Wisconsin Department of Transportation (Standard Specifications), current edition, and these Special Provisions. References to the Department or State in the Standard Specifications shall, in most instances, mean Outagamie County. The term “Engineer” shall mean an authorized representative of the Outagamie County Highway Department. The special provisions in this proposal shall supplement and take precedence over the above-mentioned specifications.

If all or a portion of the plans and special provisions are developed in the SI metric system and the schedule of prices is developed in the US standard measure system, the department will pay for the work as bid in the US standard system.

2. Scope of Work & Location of Services

The work under this proposals consists of providing both planned (routine preventative) maintenance and unplanned (emergency) response to provide service and technical support for two state-owned, county-maintained stormwater pumping stations located in Outagamie County; and all incidental items necessary to complete the work as included in this proposal.

The scope of work includes maintenance and technical support for stormwater pumping equipment and lift station facilities at two locations. In addition, the selected contractor will provide 24x7 emergency services at both station.

The lift station facilities requiring maintenance are located at:

- **Appleton Lift Station**

Located along the south side of STH 96 (W. Wisconsin Avenue) in the Town of Grand Chute. The lift station is located approximately 100-ft west of the Westhill Blvd intersection.

This lift station has one (1) 15-HP, 4,000 GPM pump.

Confined space protocols are required for entry.

This lift station is typically serviced once per year in the spring season.

- **Black Creek Lift Station**

Located along the north side of STH 54 in the Village of Black Creek.

The lift station is located approximately 475-ft west of the Clark St intersection.

This lift station has one (1) 30-HP pump and two (2) 5-HP pumps in service. There is one (1) additional 5-HP pump available as a spare.

Confined space protocols are required for entry.

This lift station is typically serviced twice per year in the spring and fall seasons.

Routine maintenance is typically performed on the three (3) active pumps only.

Annual / Routine Maintenance Service

The typical scope for each routine maintenance visit should be assumed to 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 (*Black Creek Lift Station only*)
 - iii. From pump impellers (pumps can be pulled utilizing the onsite pulley system).
 - iv. From plumbing and storm sewer.
 - v. All captured sediments require proper disposal and may involve applicable Haz-Mat procedures.
- 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 mechanical operation:
 - Floats move freely and properly trigger operation of pumps.
 - Pumps properly spin impellers.
 - Pumps properly draw down water in pit during operation.
 - No leakage in plumbing system.
 - Chain pulley systems properly operate to remove pumps from sumps.
- D. Documentation of findings:
 - Provide documentation in pdf format to the Department Supervisor or Project Manager via email at highwayemail@outgamie.gov and to the WisDOT Northeast Region at DOTNERMaintenance@dot.wi.gov.
 - Provide information on the sediment and debris amounts encountered during cleaning (Section A). If any materials were disposed of, provide documentation on proper disposal.
 - Provide information on the issues/deficiencies discovered and correction actions during the inspection (Section B).
 - Provide information on the problems discovered and corrective actions taken during the mechanical option (Section C).

Proposers shall submit pricing on the attached proposal form as a unit price per lift station per maintenance visit for visits required during the proposal term (2026 and 2027). The first visit is anticipated to be in spring 2026. All maintenance visits shall have a representative from the Department in attendance. Coordinate visits with Aaron Kutz (920-209-9823) or Bryce Mares (920-209-9808) at least three (3) business days in advance of planned visit.

Emergency Service

The awarded vendor must be able to provide 24/7 emergency service for issues that may arise at either lift station location. These issues may include, but not limited to:

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

Proposers shall indicate hourly charge(s) for emergency service on the proposal form which references emergency service. This hourly labor rate shall include the cost of labor, transportation to/from the site (no travel time will be paid), tools, and expendable supplies required, including all incidentals. Any parts required for repairs will be invoiced at a rate not to exceed 10% markup over the vendor's cost. Indicate the markup on parts and materials on the proposal form.

Site Visit

Interested vendors or proposers requesting access to either lift station location during preparation of a proposal shall contact one of the two contacts listed on page 2 to request a site visit. As-built drawings for each lift station are also included in this request.

3. Prosecution and Progress

The Department will request service for pump and lift station maintenance on an "as needed" basis as outlined in the scope of work section. Performance of work shall be completed within Outagamie County at the lift station locations detailed above. Work completed under this request shall be invoiced to Outagamie County with the specific location noted. The Department reserves the right to withhold partial payment until all required documentation is received as described under the *Scope of Work* section.