



## **1. Introduction:**

The City of Antigo (hereafter referred to as the City), a governmental entity, is requesting bids for the inspection of two of their municipal drinking water wells.

Notwithstanding any other provisions of the Request for Bids (RFB), the City reserves the right to reject any or all bids, to waive any irregularity or informality in the bid, and to accept or reject any item or combination of items, when to do so would be the advantage of the City and its taxpayers.

It is further within the right of the City to reject bids that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing a response to this RFB is not reimbursable in part or in whole to the proposer. Any bid received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the bid allowing the City to protect such information as warranted.

## **2. Objective**

The City of Antigo is requesting bids for the inspection of two of their drinking water wells.

## **3. Scope of Services**

Municipal well inspection is two every ten years, in accordance with the Wisconsin DNR code NR810, 811, and 812.

## **4. Project Specifications**

- A. The contractor shall inspect two of the City's drinking water wells for compliance purposes.
- B. Well 19 is located at W9692 Maple View Rd, Well 20 is located at 320 Forrest Ave, both in Antigo.
- C. All equipment used shall be dedicated to potable water use only. Well inspection shall be completed in accordance with WDNR NR 810, 811, and 812.
- D. Insurance requirements include:
  - 1. Worker's Comp (statutory)
  - 2. Liability
  - 3. Auto
  - 4. Contingent Liability would be required if any work is subcontracted.



5. The City of Antigo must be listed as additionally insured (General and Auto)
  6. A hold harmless agreement signed in case of bodily injury or death.
- E. The contractors are responsible for the preparation and submittal of the bid documents with final review/recommendation of the results to the Public Works Committee by appropriate staff. Bids **must be delivered to the City Clerk's office no later than Wed July 15<sup>th</sup> 2020 at 1:00 PM** and will be opened and read in the Public Works Department following the deadline. Contractors are welcome to attending the bid opening. A decision by **the City's Public Works committee meeting is anticipated to occur at their regularly scheduled meeting on July 29<sup>th</sup> 2020 at 5:30 PM.**

## **5. Process for Submitting Bids**

### **A. Preparation/Submission of Bid**

The bidder may include a cover letter listing any additional information considered necessary to assist the City with its consideration of the contractor's submittal.

Each bid shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to complete the submittal.

The bid must be enclosed in a sealed envelope or box, plainly marked as **"Water well inspection"**

Interested parties are encouraged to contact Tommy Horswill at 715-623-3316 or [thorswill@iaewater.com](mailto:thorswill@iaewater.com) for any questions or concerns about the project.

Please submit one (1) original and one (1) copy of the bid to the attention of Kaye Matucheski, Clerk Treasurer/Finance Director

Please submit the proposals to:  
Clerk Treasurer/Finance Director's Office  
City of Antigo  
700 Edison St  
Antigo, WI 54409

Please submit inquiries to:  
Tommy Horswill  
Project Manager for Infrastructure Alternatives  
[thorswill@iaewater.com](mailto:thorswill@iaewater.com)



(715)623-3316

All bids must be delivered to the Clerk-Treasurer/Finance Director's office **no later than Wed July 15<sup>th</sup> 2020 at 1:00 PM**. Proposals received after the above date and time will not be considered. Faxed proposals will not be accepted. Proposals will be opened at the Public Works office immediately subsequent to the submittal deadline. Bid result recommendations will be **considered at a regularly scheduled Public Works committee meeting on Wed July 29<sup>th</sup> 2020 at 5:30 PM**.

### **CONTRACTOR CERTIFICATION**

*We have read the City's Request for Bids (RFB) to provide water well inspection services and we certify that we have adequate facilities to provide such services. We understand that our ability to meet criteria and provide required materials shall be judged by the city.*

*In addition, we certify that:*

- *Our bid is not made in the interest or on behalf of any person not named therein;*
- *We have not directly or indirectly induced or solicited any person to submit a false or misleading bid or to refrain from proposing;*
- *We have not in any manner sought by collusion to secure advantage over any other contractor*
- *We have thoroughly examined the bid requirements, and our proposed prices cover all the materials (F.O.B. Water Plant) that we have indicated we can provide; and*
- *We acknowledge and accept all the terms and conditions included in the RFB.*

#### **B. Evaluation of Criteria**

We acknowledge that the factors used by the City in evaluating the bids will include, but are not limited to, the following listed, in no particular order:

- Knowledge of water well inspection rules per WI codes NR 810, 811, and 812.
- References and any experience the City may have with the contractor
- City's knowledge about past projects supplied by the contractor



**C. Contractor Certification**

The successful contractor will be required to submit to the City a federal W-9 form (request for taxpayer information). Firms already established with the City as a contractor may have this requirement waived.

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail address \_\_\_\_\_

The contact name must be the person/persons authorized to represent the contractor regarding all matters related to the proposal. The letter must be signed by the individual authorized to represent the contractor.

\_\_\_\_\_  
Bidder's Signature

