



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. Perform short pump test (approximately 20 minutes) into system to determine current well hydraulics. Record static water level, pumping water level, flow (gpm), and discharge pressure every 5 minutes on Test of Well form.
- E. Perform Lock Out/Tag Out and disconnect motor and discharge piping.
- F. Perform complete removal of pumping equipment from well.



- G. Televis well to determine current condition of well casing and screen. Provide owner with a DVD copy of the well televising and a written report of the current condition of the well. Provide written recommendations and cost for any recommended well maintenance to owner if appropriate.
- H. Perform inspection of all pump components and provide written recommendations and cost for any recommended/required repairs to owner
- I. Disassemble and inspect pump bowl assembly. Measure clearances between all impeller skirts and wear rings as well as the clearances between bowl bearings and shaft with a micrometer. Provide written recommendations and cost for repair, rebuild, or replacement of pump bowl assembly as appropriate to owner.
- **OPTIONAL:** Following authorization by owner, initiate repairs to pumping equipment.
- Reinstall (repaired) pumping equipment back in well and check for proper operation. Pump the well to waste and record static water level, pumping water level, flow (gpm) and discharge pressure on Test of Well form while pumping well to waste. Collect bacti sample as required and deliver to state certified laboratory for analysis.
- Clean up and demobilize.
- J. 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.

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.

5. Process for Submitting Bids

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.

Bid information/submittal and vendor registration will be available on the city website at the following address: <https://www.antigo-city.org/antigo-city-bids-quotes-rfps/> No paper or hand delivered bids will be accepted. Bids will be accepted until Tuesday September 15th, 2020 at 1:00 PM. Bids will be read aloud at 1:00 PM on Tuesday 9-15-2020 in the Public Works office of City Hall. 700 Edison St Antigo, WI 54409. A decision will be made at the regularly scheduled Public Works meeting on Wednesday September 23, 2020 at 5:30 PM.



Please submit inquiries to:

Tommy Horswill

Project Manager for Infrastructure Alternatives

thorswill@iaewater.com

(715)623-3316

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.*

A. 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 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

B. 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

