



Prepared November 10, 2017

## **Administration Building Septic System**

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## **INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL**

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to replace the septic tanks, pump chamber of the septic system and add a salt brine disposal area at its Administrative Office location, 1574 E. Washington Rd., Farwell, MI. 48622

## **ADMINISTRATIVE POINT OF CONTACT**

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

**Name:** Terry Ellenwood, Facilities Manager  
**Address:** 1574 E. Washington Road, PO Box 768, Farwell, MI 48622  
**Email:** [tellenwood@mmcaa.org](mailto:tellenwood@mmcaa.org)  
**Phone:** 989-386-3805 ext 1023

## **DUE DATES**

**All proposals are due back by Tuesday November 28, 2017 at 4:00 PM**

## **SCHEDULE OF EVENTS**

**Meet with contractors – Monday November 20, 2017 10AM**

**Proposal Due dates – November 28, 2017**

1. RFP Distribution to Contractors – November 14, 2017
2. Questions from Contractors about scope or approach due – 10 AM, November 21, 2017
3. Responses to Contractors about scope or approach due – 10 AM, November 22, 2017
4. Proposal Due Date - 4 PM, November 28, 2017
5. Target Date for Review of Proposals – November 29, 2017
6. Anticipated decision and selection of Contractor(s) – November 29, 2017
7. Anticipated commencement date of work – To be determined

## **GUIDELINES FOR PROPOSAL PREPARATION**

### **PROPOSAL SUBMISSION**

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to MMCAA in terms of cost and quality.

MMCAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept other than the lowest priced offer
- Award a contract on the basis of initial bids received, without discussions or requests for best and final offers
- Award more than one contract

Contractors shall submit proposal packages containing several parts as set forth below. Contractors will confine submission to those matters sufficient to respond to this RFP and to provide adequate basis for MMCAA to evaluate a bidder's qualifications.

Successful proposal submissions in response to this RFP will be incorporated into the final agreement between MMCAA and the selected vendor(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Pricing:** Indicate the firm's pricing, caps and other requirements for each requested service, material and/or product that the bidder is responding to.
- Time to complete the project from start to finish.

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Proposal packages should consist of single copies of each required document (no duplicates necessary). Proposals submitted that lack any of the required information or documentation may be deemed incomplete and may not be considered for selection, at MMCAA's discretion.

Submissions must be received no later than 4:00 p.m. on December 12, 2017 at the offices of MMCAA. Submissions should be addressed to:

Mid Michigan Community Action Agency  
Terry Ellenwood, Facilities Manager  
1574 E. Washington Road  
PO Box 768  
Farwell, MI 48622

## DETAILED RESPONSE REQUIREMENTS

### SCOPE FOR CONTRACTORS

The present system uses cement tanks. These tanks are crumbling and starting to fail due to the amount of salt water that is discharged in them. We will be replacing two large cement tanks and one pumping chamber with new plastic tanks. The water softener rinse brine will need to be removed from the septic system. This will involve running a new water softener discharge line out of the building to its own separate tank and discharge field. The lift station pumps were replaced in August of 2011 and are in good working order. The water softener discharge system discharges approximately 200 gallons of water every other day.

Outlined below is the scope of work that MMCAA requires from the Contractor:

- Contractor provides an estimate of work to be completed.
- The contractor shall pull and pay for all necessary city or county permits as well as schedule inspections.
- The contractor shall schedule and coordinate with clients, in a timely fashion, work to be done, prioritizing health and safety work.
- Job Site Safety: The Contractor shall adhere to the Occupational Safety and Health Administration's (OSHA's) most recently published Safety and Health.
- The Contractor shall perform all work and orders with due diligence and in good and workmanlike manner and shall complete the work and orders in accordance with industry standards.
- Contractor must allow for inspection of work completed by a MMCAA inspector before payment will be released to contractor.
- Contractor shall provide an unconditional three year guarantee on the operation of all equipment. Pumps are excluded from this requirement.

- All electrical work must be done by a licensed master electrician – moving control panel and power for lift station.
- All inside plumbing for water softener must be done by a licensed master plumber.
- Install 2 inch main for softener discharge. Drain will run through the ceiling out the building soffit and down the side of the building.
- Supply and install 18 infiltrator chambers and one disruption box for the softener discharge in an area about 50 feet south of the building.
- Supply and install all lines between softener discharge pipe and infiltrator boxes.
- Pump out and remove existing septic tanks and pump chamber.
- Remove existing pumps and reinstall in new chamber.
- Remove control panel and install on the side of the building.
- Install new 1,500 gallon plastic septic tank.
- Install new 1,000 gallon secondary septic tank.
- Each tank will be equipped with pump out riser with cast iron lid and safety grates.
- Install a new effluent filter on outlet of secondary tank.
- Install new 1,000 gallon plastic pump chamber with septic tank riser, cast iron lid and safety grate.
- Install reused pumps from existing system with all new piping and stainless steel chains for lifting pumps out.
- Install new check valves, float tree, floats, and external splice boxes.
- Back fill and cover, topping off with a minimum of three inches of black top soil.
- Estimate of how many hours it will take to complete the project.

## **DELIVERABLES**

### **Company Profile**

Provide the following for your company:

- Official registered name, address, main telephone number, toll-free numbers, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.

### **Pricing**

Provide an accurate price list for the following:

- Total price to complete the project
- Mid-Michigan Community Action Agency reserves the right to award all or part of the contract to one or more contractors.

### **AWARD CRITERIA**

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to operational cost and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for items covered by the RFP. The following elements will be the primary factors in evaluating all proposals and in the selection of a Contractor or Contractors:

- Final cost of Contractor's proposal
- Ability of vendor to perform future maintenance and warranty
- Capacity to provide completion of project
- Quality of previous work
- Hours it takes to complete the project

MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.