



Prepared July 24, 2019

REQUEST FOR PROPOSAL
CLARE COUNTY SEPTIC SYSTEM MAINTENANCE

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INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to perform regular septic system maintenance at several of their Clare County locations. Services shall be performed as specified in the scope of services. Services shall also include supplemental cleaning, pump maintenance, adding bacteria and preventive maintenance services.

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
Phone: 989-386-3805 ext 1023

DUE DATES

All proposals are due by 4 PM on August 21, 2019. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

SCHEDULE OF EVENTS

1. Start RFP Distribution to Contractors – 07/30/2019
2. Questions from Contractors about scope or approach due –08/12/2019
3. Responses to Contractors about scope or approach due -08/14/2019
4. Proposal Due Date – 4:00 PM 08/21/2019
5. Anticipated decision and selection of Contractor(s) – 08/27/2019
6. Anticipated commencement date of work – 09/16/2019

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
- Services will be from **09/16/2019 until 11/06/2023.** Option to renew for two more years.
- Pricing should be broken down as to the cost of the service per event. MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue the contract without obligation upon a minimum of two week notice.

Bidders shall submit bid packages containing several parts as set forth below. Bidders 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 bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services, materials and products the firm provides.
- **Pricing:** Indicate the firm's pricing, caps and other requirements for each requested service, material and/or product that the bidder is responding to.

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Bid packages should consist of single copies of each required document (no duplicates necessary). Bids 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 August 21, 2019 at the offices of MMCAA. Submissions may be made by mail, e-mail, or fax. Submissions should be addressed to:

Mid Michigan Community Action Agency
Terry Ellenwood, Facilities Manager
1574 E. Washington Road
PO Box 768
Farwell, MI 48622
tellenwood@mmcaa.org
Fax 989-386-3277

SCOPE OF WORK FOR CONTRACTORS

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

- Contractor will supply all tools, equipment, materials, and cleaning supplies.
- Contractor will provide a copy of liability insurance and workers' compensation policy, including amounts.
- Contractor will supply copies of all current and applicable licenses
- This is a four year contract, with the option to renew for two more years at the end of the time contract if both parties agree.

Pumping Schedule and Services

Administration Building, 1574 E. Washington Rd., Farwell, Mi. 48622

Primary Tank – 1,500 Gals; Secondary Tank 1,000 Gals approximately; Pump Chamber – 1,000 Gals.
A Zabel A100 effluent filter is installed on outlet of secondary tank.

April

- Pump both septic tanks, clean tank filter and add Bacteria culture *if necessary*.
- Water may not be available for washing of filters etc.
- Check control board for blown fuses, corroded wiring or connections, pump operation sequence, alarm operation, and alarm lights are in working order

October

- Pump both septic tanks, and pump chamber. Clean tank filter and add Bacteria culture.
- Water may not be available for washing of filters etc.

Yearly – October – Preventative Maintenance

- Check pumps operation including an amps and voltage test. Pull each pump clean it and inspect for worn or damaged parts.
- Check control board for blown fuses, corroded wiring or connections, pump operation sequence, and alarm operation, alarm lights are in working order.
- Inspect all check valves for proper operation.
- Inspect Tank Walls for excessive buildup of grease and solids, or any other damage.

Warehouse, 2300 E. Ludington Drive, Clare, Mi. 48617

Two different systems. 1,500 septic tank; 1000 gallon holding tank

April

- Pump 1,500 gallon septic tank.
- Only if necessary – pump 1000 gallon holding tank. Located behind the maintenance shop.

October

- Pump 1000 gallon holding tank and 1,500 gallon septic tank
- Add Bacteria culture to septic tank

Farwell Preschool, 2050 West Cadillac Drive, Farwell, Mi. 48622
 1000 Gallon Septic Tank

April and October

- Pump holding tank.
- Add Bacteria culture in April and October

DELIVERABLES

Company Profile

Provide the following for your company:

- Official registered name (Contractor’s Board, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been in the industry.

Pricing

**CLARE COUNTY SEPTIC SERVICES AGREEMENT
 Pricing Sheet – Administration Office Building
 1574 E. Washington Rd. Farwell**

The ‘Unit Price’ is the price per occasion/service.

Description		Unit Price
Pump both septic tanks – 2,500 gallons total	April	
Check for blown fuses, alarm and alarm lights are working, corroded wire connections, pump sequence - April	April	
Pump both septic tanks and pumping chamber – 3,500 gallons	October	
Clean tank filter	April and October	
Add Bacteria culture	Each October In April only if needed	
Preventative Maintenance	Yearly - October	

**Pricing Sheet – Food Warehouse
2300 E. Ludington Dr., Clare**

The 'Unit Price' is the price per occasion/service.

Description		Unit Price
Pump 1000 gallon holding tank	October	
Pump 1000 gallon holding tank	April Only if needed	
Pump 1500 Septic tank	October and April	
Add Bacteria culture to Septic Tank	October	

**Pricing Sheet – Farwell Elm Creek building
2050 W. Cadillac Dr., Farwell**

The 'Unit Price' is the price per occasion/service.

Description		Unit Price
Pump septic tank	April and October	
Add Bacteria culture	April and October	

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:

- Overall cost of Contractor's proposal.
- Capacity to provide service

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.