

**CALHOUN COUNTY
SUBMITTING BIDS/PROPOSALS
INSTRUCTIONS**

Vendors submitting a bid/proposal to Calhoun County **must follow these 3 steps**:

1. **Register as a vendor** with the County by means of this link:

<http://www.calhouncountymi.gov/vendors/registration>

After completing a brief company profile, you will be asked to categorize the product(s) and/or services you provide. For this project, register (at a minimum) under this code: **910.68**. Completing this registration will add you to the County's vendor database. Once registration is complete, you can be assured of receiving emailed notice of all addenda or questions/answers pertaining to this project, and of future solicitations within your category(s) of commodity/services.

If already registered, review your on-line profile and revise to current information.

2. **Download the bid document** by accessing the following link:

http://www.calhouncountymi.gov/government/administrative_services/bid_opportunities

3. **Register your intent to bid** on this project at the site of the above link. (Registration of intent does not need to occur at the time of the document download.) Should you elect not to submit a bid after registering your intent to bid, notify the Purchasing Office of your change in status at: lobrig@calhouncountymi.gov

**VENDORS ARE ENCOURAGED TO REGISTER WITH THE COUNTY
UPON RECEIPT OF THIS SOLICITATION**

**CALHOUN COUNTY
ADMINISTRATION, PURCHASING DIVISION
REQUEST FOR BIDS**

**SEPTIC SYSTEM OPEN & CLOSE SERVICES
RFB#114-15**

ISSUED: TUESDAY, APRIL 7, 2015

DUE: TUESDAY, APRIL 21, 2015

1.0 INTRODUCTION:

Calhoun County is seeking qualified contractors to provide services to open and close septic systems in Calhoun County as a result of property transfer inspections conducted by the Calhoun County Health Department . Bidders are requested to submit a single flat-rate cost for each instance of open and close after inspection. As an alternate bid, provide a flat rate to pump septic systems, per instance. The award of the contract to open and close septic systems may or may not include pumping septic systems. The County intends to award this agreement to more than one provider to ensure efficiencies of service to the County. The term of this contract will be for the period of **one (1) year, with four (4) 1-year extensions possible, upon mutual agreement by both parties.**

2.0 SCOPE OF WORK:

The following is a list of the minimum requirements that a bidder must provide in order to be considered as a contractor to perform septic services for the Calhoun County Health Department:

- 2.1 Within 72 hours of Calhoun County Health Department notification (including holidays and weekends) contractor will open designated septic system for inspection, per County Health Department requirements (*see Sec. 3.0 "Septic system Opening Requirements"*)
- 2.2 Contractor will be responsible for contacting MISS DIG, if necessary.
- 2.3 Within 24 hours of inspection by the Calhoun County Health Department, contractor will cover (close) septic system. Contractor shall coordinate a meeting with a representative of the County Health Department, who will inspect the site to ensure proper closure of the septic system.
- 2.4 Septic open and close services will be provided by contractor regardless of weather conditions.
- 2.5 Contractor will be responsible for site safety during execution of services,

which includes securing the site prior to and following inspection.

- 2.6 Contractor is required to carry a minimum liability insurance of \$1,000,000 and will submit proof of insurance with the completed bid sheet. Contractor will not be permitted to commence work for the County without proof of insurance.
- 2.7 Contractor shall provide the County proof of licensing to provide septic services within Calhoun County.
- 2.8 Contractor shall provide the Calhoun County Health Department with a monthly itemized statement, which contains the date of service, description of service and location. The contractor will be reimbursed by the County on a monthly basis, following receipt of a monthly statement.

3.0 SEPTIC SYSTEM OPENING REQUIREMENTS:

The following are the requirements to open a septic system for inspection by the Calhoun County Health Department. The awardee must provide services in accordance with these requirements:

- 3.0.1 Septic tank outlet port must be opened. If tank has two chambers, the inlet side must be opened. If the system has multiple tanks, then all tanks will be opened with outlet and/or inlet exposed.
- 3.0.2 Pump Chambers: Will be opened so pump and alarm components can be viewed.
- 3.0.3 Diverter Valves: All diverter valves will be uncovered/exposed.
- 3.0.4 Drywells/Modified Trenches: Will have inspection port exposed (opened) If drywell has no inspection port, a hole will be bored through the lid with a minimum diameter of 1 ½ inches.
- 3.0.5 Tile Beds/Trench Fields: Expose a portion of the bed or field so the stone can be viewed.
- 3.0.6 Infiltrators: Expose the risers with the viewing ports at the end of the infiltrators.
- 3.0.7 Mound Systems: Will be opened the same as tile beds.

4.0 ALTERNATE BID:

Bidders are requested to include a flat-rate bid for each instance of septic system pumping. The County will award this contract for the open and close of septic systems, which may/may not include the pumping of septic systems.

5.0 TERM:

5.0.1 The term of this agreement shall be for **one (1) year, with four (4) 1-year extensions** possible, upon mutual agreement of both parties.

5.0.2 In instances where contractor does not comply with the requirements contained in RFB#114-15, or operates in a manner not in the best interest of Calhoun County, this agreement may be terminated by the County.

6.0 BID CONTENTS:

All responsive bids will contain the following:

6.1 Completed Price Sheet - (*Attachment A*)

No other form of pricing will be accepted by the County.

6.2 Proof of insurance

6.3 Proof of license

7.0 INQUIRIES:

Written questions as a result of this Request For Bid may be directed by ***Monday, April 13*** to:

Leslie R. Obrig, Purchasing Coordinator
lobrig@calhouncountymi.gov

8.0 BID SUBMISSION:

Written bids are due **Tuesday, April 21, 2015; 3:00pm (Local time)**. Bids should be submitted by U.S. mail, express mail, or hand delivered in a sealed envelope to:

Calhoun County Purchasing
315 West Green Street, Marshall, MI 49068
(269) 781-0981
lobrig@calhouncountymi.gov

The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.

LATE BIDS WILL NOT BE CONSIDERED.

ATTACHMENT A

**BID SHEET
SEPTIC SERVICES; RFB#114-15**

SEPTIC SYSTEM OPEN/CLOSE : \$ _____
*flat rate cost per each occasion

ALTERNATE BID:

SEPTIC SYSTEM PUMP: _____ \$ _____
(Acknowledging sizes of tanks vary) _____ *flat rate cost per each 500 gallons

*Prices shall include all labor, materials, equipment, and supplies necessary to perform the work required in a condition satisfying the scope of work of this RFB#114-15. Any additional expenses to the contractor in providing septic services as it relates to this project, which are anticipated by the bidder, should be included with your bid.

_____	_____
(Signature)	(Phone #)
_____	_____
(Name-type or print)	(Fax #)
_____	_____
(Title)_____	(E-mail address)_

(Date)	

BID PRICES SHALL REMAIN FIRM-FIXED DURING THE INITIAL ONE-YEAR TERM OF AGREEMENT.

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