**Emergency and Maintenance Services**

**Water Distribution and Waste Water Collection System**

Request for Bids (“RFB”)

**ISSUE DATE**: July 6th, 2022

**DUE DATE**: 4:00 PM on August 5th, 2022 (“Submission Deadline”)

**INSTRUCTIONS**: Please submit five (5) paper copies. Submittals must be delivered in a sealed envelope in person, via mail or courier. Please write “**E&M RFB**” clearly on the outside of the sealed package. Submittals received by email, fax, or after the Submission Deadline will be rejected.

**SUBMIT TO**: VILLAGE OF FERRELVIEW CITY HALL

205 NW HEADY AVE FERRELVIEW, MO 64163

**CONTACT INFO**: Any questions concerning this RFB must be submitted by email to vof.cityclerk@gmail.com no later than **2:00 PM** on **July 28th, 2022**. Questions will be answered collectively in one or more Letter(s) of Clarification to be made available at www.villageofferrelview.com/bids. Questions received may be edited or combined with similar questions for clarity or length at the discretion of the Village of Ferrelview Water Department.

**OVERVIEW AND SCOPE**

The Village of Ferrelview (VOF) requests responsive proposals from experienced contractors to provide emergency and maintenance services for the water distribution and waste water collection system. The Bidder selected is to furnish all labor, supervision, materials\*, and other goods and services necessary to provide emergency and maintenance needs to repair this system throughout the Village of Ferrelview.

**Services are to be provided on an as-needed basis, 24 hours per day, seven days per week, 365 days per year, including all holidays. A minimum response time of 24 hours will be required by the selected Bidder.**

\*Materials: Materials can be supplied by the VOF Water Department and/or contractor at the cost of said materials at the time of the project/repair.

For information purposes only, the VOF has prepared the following table summarizing the various elements needed infrastructure emergencies and planned improvements/project.

|  |  |
| --- | --- |
| **ELEMENT** | **BID** |
| Minimum Hours per Occurrence |  |
| Hourly Rate Mini Excavator/Back-Hoe |  |
| Hourly Rate Skid Steer/Loader |  |
| Hourly Rate Utility Truck |  |
| Hourly Rate Skilled Laborer |  |
| Hourly Holiday Rate |  |
| Hourly Rate Overtime |  |
| Hourly Rate Emergency |  |

**PROPOSAL**: Although the VOF prefers substance over form, to be considered responsive, Bidders are asked to review the following criteria/information requests and respond, in order, to the best of their ability.

a. **Pricing**: Bidders must provide comprehensive pricing for their services, including the machinery/equipment and all labor fees (for Bidder and subcontractor personnel), using the table above.

b. **Insurance**: Bidders must provide evidence of Commercial Liability and Workman’s Compensation Insurance and will be required to list the VOF as the certificate holder if selected.

All information provided by Bidders should be organized, clear and concise. Although there are no page limits, Bidders are asked to avoid excessive graphics, title pages, or other extraneous information in their proposal other than requested by the VOF.

The VOF shall waive all licensing fees required under Ordinance 354 Section 5 for the entire duration of the contract for the Bidder who is selected. Sub-contractors shall also be exempt from said licensing fee requirements but will have to furnish evidence of Commercial Liability and Workman’s Compensation Insurance and the VOF will be required to be listed as a certificate holder.

Said contract shall be able to be terminated in writing by either party with 30 day written notice.

**EVALUATION**: The Village of Ferrelview Board of Trustees will review all RFB’s at the Regular Board of Trustees Session scheduled to be held on August 9th, 2022 at 5:00 PM.

The VOF intends to award the contract to the Bidder offering the best value to the VOF, as measured by the VOF utilizing the foregoing evaluation criteria, including the right to award the contract by criteria other than the lowest price proposed. The VOF reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select one or more bids in the manner and to the extent that they are deemed to serve the best interests of the VOF. This RFB does not commit the VOF to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a bid in response to this RFB. The VOF reserves the right to request proposal clarifications/additional information from some or all Bidders.

**LETTERS OF CLARIFICATION**

Responses to all questions timely submitted by potential Bidders, as well as any revisions incorporated into this RFB by the VOF, will be confirmed collectively, rather than individually, in a letter made available online at http://www.villageofferrelview.com/bids (each, a “Letter of Clarification”). When issued, Letters of Clarification become part of this RFB and automatically supersede any previous terms, conditions, specifications, or provisions in conflict therewith. By submitting their bid, Bidders shall be deemed to have reviewed all Letters of Clarification and to have considered all responses, as well as any revisions, and incorporated them into their submittal. Verbal responses by any VOF officer, director or employee cannot alter the terms, conditions, specifications, or provisions as stated herein. It is the responsibility of Bidders to monitor the foregoing link and ensure they receive any such Letters of Clarification and incorporate them in their proposal.

**FORM OF AGREEMENT**

By submitting a response to this RFB, Proposer agrees, upon notice of selection, to promptly enter into the Emergency and Maintenance Services Agreement. Any requests for clarification or modification to the terms of such agreement must be timely submitted by email to vof.cityclerk@gmial.com, and responses to questions and issues will be included in a Letter of Clarification. Bidders are advised that additional or conflicting terms, alternative pricing bids, pre-printed forms, or other objections submitted by a Bidder with their bid shall be disregarded and may result in a Bidder being deemed, in the VOF’s discretion, as non-responsive.

**CONFLICTS OF INTEREST**

Bidders are advised that they have an affirmative obligation to disclose any affiliation or business relationship with a VOF employee, officer, or director creating a conflict of interest (or appearing to a reasonable person to potentially exist). All Bidders are required to submit the non-collusion affidavit form may find it online at http://www.villageofferrelview.com/bids. By submitting a bid, Bidder’s represent to the VOF that they have complied with the requirements set forth within.

**RFB PACKETS**

A complete copy of this RFB, including exhibits, necessary forms and other relevant information is available on-line at www.villageofferrelview.com/bids. This RFB provides the information necessary to prepare and submit a proposal for consideration by the VOF.

**WITHDRAWAL; ERROR**

Proposals may be withdrawn due to errors or for any other reason by a written request received by vof.cityclerk@gmail.com prior to the Submission Deadline.