



# City of Oberlin

## **REQUEST FOR PROPOSALS (RFP)**

### **For**

## **5 Year Sewer Line Maintenance Program**

RFP Issue Date: **January 10, 2024**

Proposal Due Date: **February 13, 2024, 2:00 PM CST**

City of Oberlin  
1 Morgan Dr  
Oberlin, Kansas 67749  
Phone: 785-475-2217 / Fax: 785-475-2925

REQUEST FOR PROPOSALS  
5 Year Sewer Line Maintenance Program  
Oberlin – Kansas

**QUESTION SUBMISSION DEADLINE:** February 6, 2024, 2:00 pm

**PROPOSAL SUBMISSION DEADLINE:** February 13, 2024, 2:00 pm

**BID OPENING:** February 13, 2:15 pm at the Gateway Civic Center, Managers Room, 1 Morgan Drive, Oberlin, Ks 67749

**PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding project details, contact:

**Name:** David Sporn  
**Title:** City Foreman  
**Phone:** 785-470-7003  
**Fax:** 785-475-2925  
**Email:** [dsporn@oberlinkansas.gov](mailto:dsporn@oberlinkansas.gov)

**INTRODUCTION**

The City of Oberlin invites and welcomes proposals for sewer collection system maintenance to begin in 2024 and continue through 2028. Please take time to read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified by the "PROPOSAL SUBMISSION DEADLINE" shown above and must include a filled-out copy of the "Annual Section Price Sheet" included with this RFP packet.

**DOCUMENTS INCLUDED WITH THIS RFP ARE AS FOLLOWS:**

- Section Map
- Annual Sewer Maintenance Schedule
- Annual Section Price Sheet (must be returned with proposal)

*BIDDERS SHOULD NOTE ANY WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL SHOULD BE ACCOMPANIED BY REFERENCE MATERIALS*

**PROJECT LOCATION**

The projects associated with this RFP are located within the city limits of Oberlin, Kansas 67749. (see attached Map of Locations)

## PROJECT OBJECTIVE

The objective of this RFP is to select qualified and equipped Service Providers to annually clean, vac, and televise sections consisting of approximately one-fifth of the city gravity sewer mains. CCTV rate will be 10% of the linear section footage per year.

## PROJECT SCOPE AND SPECIFICATIONS

The selected service provider shall provide all labor, equipment, and materials necessary to perform the work as described above in "Project Objective". The City of Oberlin will provide water for jetting and a location for dumping.

## SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following timeline shall be subject to change when deemed necessary by management.

### MILESTONES

Proposal submission deadline:  
Bid opening:  
Job begins:  
Job completion:

### DATE

February 13, 2024, 2:00 pm  
February 13, 2024, 2:15 pm  
March 1, 2024  
December 31, 2028

## PROPOSAL BIDDING REQUIREMENTS

### PROJECT PROPOSAL EXPECTATIONS

The City of Oberlin shall award the contract to the proposal that best accommodates the various project requirements. The City of Oberlin reserves the right to refuse any proposal or contract.

### DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the City of Oberlin no later than **2:00 pm on February 13, 2024**, for consideration in the project proposal selection process. All bids must be delivered to the City Office at 1 Morgan Drive, Oberlin, KS 67749 by the previously stated timeline. If a company chooses to fax or email bid documents, it is the company's responsibility to ensure they have been received.

### PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based on information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

1. Proposals received by the stipulated deadline must be in the correct format.
2. Proposals **MUST** include a filled-out copy of the attached document titled "Proposal Submission Price Sheet".
3. Bidder's alleged performance effectiveness of their proposal's solution.
4. Bidder's performance history and alleged ability to deliver proposed services.
5. Bidder's ability to provide qualified personnel with the knowledge and skills required to effectively and efficiently execute proposed services.
6. Overall cost-effectiveness of the proposal.

*The City of Oberlin reserves the right to cancel, suspend, and/or discontinue any proposal/contract at any time, without obligation or notice.*

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name
2. Bidder's Address
3. Bidder's contact information (and preferred method of communication)
4. Evidence of legal authority to conduct business in Kansas (e.g. business license number)

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any accommodation, services, or space required from the City of Oberlin, along with a brief explanation.

### **Annual Section Price Sheet Summary and Breakdown**

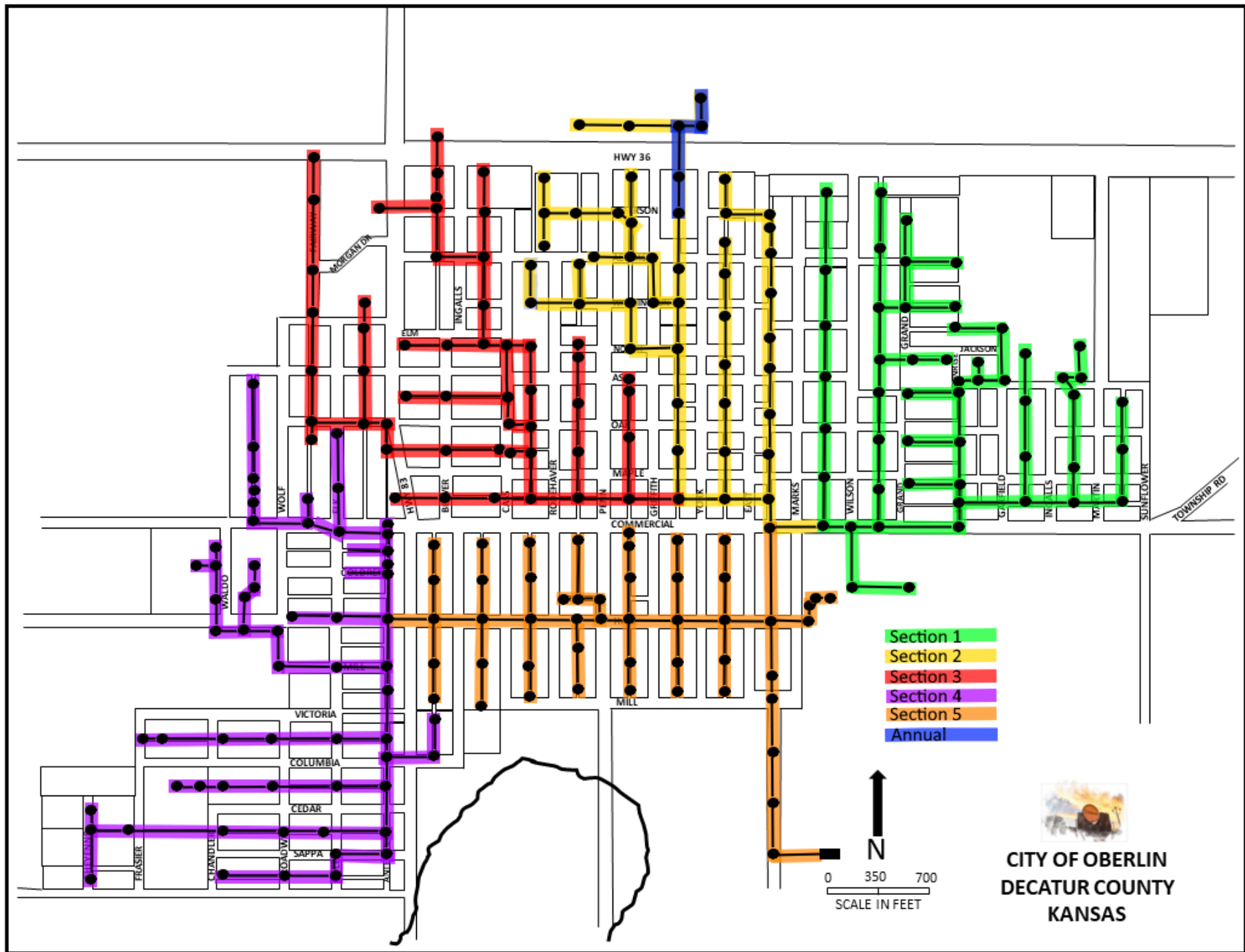
- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.





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## **REQUEST FOR PROPOSALS 5 Year Sewer Line Maintenance Program**

### **Annual Sewer Maintenance Schedule 2024 - 2028**

<b>Location</b>	<b>Clean Ft</b>	<b>CCTV Ft</b>
<b>Section 1</b>	15,552	1,555
<b>Section 2</b>	12,286	1,228
<b>Section 3</b>	14,317	1,431
<b>Section 4</b>	16,932	1,693
<b>Section 5</b>	14,119	1,411

# Annual Section Price Sheet

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### REQUEST FOR PROPOSALS 5 Year Sewer Line Maintenance Program

Company Name:
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Name:	Date:
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2024	Section 1	Clean	15,552 Ft	\$
		CCTV	1,552 Ft	\$
2025	Section 2	Clean	12,286 Ft	\$
		CCTV	1,228 Ft	\$
2026	Section 3	Clean	14,317 Ft	\$
		CCTV	1,431 Ft	\$
2027	Section 4	Clean	16,932 Ft	\$
		CCTV	1,693 Ft	\$
2028	Section 5	Clean	14,119 Ft	\$
		CCTV	1,419 Ft	\$
Additional Cost Items				\$

Total of All Items	\$
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