

Village of Kronenwetter Request for Proposals

Well #1 Rehab

Mail out: #####, 2025

Proposal Due Date/Bid Opening: #####, 2025 at 1:30 PM

Anticipated Award: #####, 2025 Village Board Meeting

SUBMITTED BY:

Contractor: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____

Title: _____

Section I: OVERVIEW

REQUEST FOR PROPOSALS - On behalf of the water utility for the Village of Kronenwetter, we are requesting quotations for a 10-year inspection of the wells and pumping equipment. We have budgeted for work on one of the two wells this year. The well will have to be placed back into service by April 15, 2026

We propose working on Well No. 1 later this year (autumn) or early next year (winter/spring 2026). The well was placed into service in the fall of 1996. Early in 1997 the contractor was concerned about a vibration and pulled and re-installed the pumping equipment. We have had no problems with the well or equipment since.

As mentioned, the Village of Kronenwetter has only two municipal wells. In the event that there are any major repairs that will result in significant downtime we will only have one well online (Well 2). In your quotation, please provide a line item for temporary submersible pumping equipment. 1.

We envision the general work tasks to be as follows.

- 1) Perform initial site inspection and tests.
- 2) Pull pumping equipment.
- 3) Video tape well, provide written reports and digital copy of TV inspection.
- 4) Disassemble and inspect pumping equipment (pump bowls, pump column, line shaft, bearings and sleeves)
- 5) Refurbish, replace pumping equipment as necessary, replace stuffing box and dual airlines with new static/pumping level gauge.
- 6) Reinstall pumping equipment, test pump, disinfect and obtain two consecutive safe samples.
- 7) Provide temporary submersible pumping equipment for well #1 if repairs are necessary to pumping equipment.

Additional issues that need to be addressed are 1) well treatments – acidizing or sonar jet, 2) adjustments to the pumping capacity and/or 3) VFD additions. 4) Increase the size of the well vent installed through the well pump casing, to an adequate size that which terminates at least 24" above the floor in reverse bend (or mushroom style cap) with a 24-mesh screen.

For purposes of our comparison, please find attached a proposal form. Please add notes as necessary to explain your quotation.

Any firm (hereinafter "Contractor") desiring to furnish a quotation for such services shall submit a sealed proposal according to the instructions and format of the attached Request for Proposal (RFP) documents.

MUNICIPAL OVERVIEW - The Village is located approximately 7 miles south of Wausau, WI and currently has a population of 8,353 which consists of approximately 2,821 single-family and two-family households. The Village has an area of approximately 52 square miles and 117 centerline miles of streets.

NEGOTIATION OF CONTRACT -The proposals that are submitted in response to this request for proposals will form the basis for further negotiations with the Village. The proposal submittal form and the proposal specifications contained herein, as submitted and signed by the Contractor, shall constitute the basis for a final agreement to be mutually agreed upon by the Village and the Contractor.

CONTRACT AWARD OR REJECTION - The Village reserves the right to negotiate with all qualified sources and to cancel this Request for Proposal in part or in its entirety. The Village further reserves the right to amend or waive any or all requirements or specifications. A contract will be negotiated and then awarded to the most responsible Contractor complying with the conditions of the proposal documents only when it is in the best interest of the Village to do so. The Village shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all proposals or parts thereof and to waive any formalities and technicalities according to the best interests of the Village. Neither the Request for Proposals nor the receipt of any proposal constitutes an offer or acceptance and in no case, will either require the Village to award a contract or pay any costs incurred in preparation of a response nor to procure or contract any services or supplies whatsoever. The Village retains the right to assess whether the person, firm or corporation has sufficient ability and experience in this class of work and sufficient capital and plant to enable it to prosecute and complete the work successfully within the time named. The Villages decision or judgment on these matters will be final, conclusive, and binding.

CRITERIA FOR CONTRACT AWARD - The award of the contract will be to the Contractor whose proposal is determined by the Village to be in the best interest of the Village. Lowest monetary proposal is not necessarily the sole determining factor. The contract shall be awarded to the submitter whose proposal most closely satisfies the overall specifications as well as other factors. Such other factors include but are not limited to the following:

1. Cost - The price of the stated services provided.
2. Experience and Finances of Company - Consideration will be given to those submitters who have performed similar types of work and have the financial means to meet the qualifications of the RFP and the contract.
3. Customer Service Record - Demonstration of low volume of complaints and fast resolution.
4. Features Exceeding Minimum Specifications - Any features that the submitter can provide the Village that exceeds these specifications will be weighed as a benefit towards the award of the contract. The Village shall be the sole determinant if any feature is of benefit and to what degree.

CONTRACT CONTENTS - The Village will require that any contract for garbage services include but not be limited to the following additional provisions as well as those within the balance of this RFP:

1. COMPLIANCE WITH ALL LAWS - All work under the contract must be executed in accordance with all applicable federal, state, county, and local laws, ordinances, rules and regulations. The costs of such compliance, if any, shall be included in the price quoted in the proposal.
2. NOTICES - All notices required by the contract shall be given in writing via certified mail to the Village Administrator or chief executive officer of the Contractor.
3. NON-ASSIGNABILITY - The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village President as authorized by the Village Board. Such assignment shall not relieve the Contractor from any obligations, or change the terms of the contract.
4. INDEMNIFICATION - The Contractor shall indemnify and hold harmless the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including workers compensation claims, in any way resulting from or arising out of the operations of Contractor under this contract, including operations of subcontractors; and the Contractor shall, at his/her own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and, if any judgments shall be rendered against the Village in

any such action, the Contractor shall, at his own expense, satisfy and discharge same. The Contractor expressly understands and agrees that any performance bond, letter of credit, or insurance protection required by the contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless, and defend the Village as herein provided.

Nothing in the above paragraph shall be considered to preclude the Village from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or destruction of, or damage to property in the custody and care of the Contractor where such loss, destruction or damage is to Village property. The Contractor shall do nothing to prejudice the Village's right to recover against third parties for any loss, destruction of, or damage to the Village's property and upon the request of the Village, at the Village's expense, furnish to the Village all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Village in obtaining recovery).

- 5. INDEPENDENT CONTRACTOR - The Contractor acknowledges that it is an independent contractor and that none of its employees, agents, subcontractors, or assigns are employees of the Village. The Contractor shall be solely responsible for unemployment, social security, and other payroll tax payments required by law or union contract.
- 6. EQUAL EMPLOYMENT OPPORTUNITY - During the performance of the contract and/or supplying of materials, equipment and supplies, the Contractor must be in full compliance with all provisions of the Acts of the General Assembly of the State of Wisconsin relating to employment, including equal employment opportunity requirements.
- 7. INSURANCE - The Contractor to whom the contract is awarded must provide the Village with a certificate of insurance as proof of coverage. This certificate of insurance must also name the Village of Kronenwetter and its officers, employees and agents as additional insured for the period of the contract. The following minimum insurance coverages, unless otherwise approved by the Village (such as for the provision of a portion of the services requested herein) will be required:

Type of Insurance	Each Occurrence	Aggregate
GENERAL		LIABILITY:
Bodily Injury	\$1,000,000	\$2,000,000

Property Damage	\$1,000,000	\$2,000,000
Contractual Insurance - Broad Form	\$1,000,000	\$2,000,000

AUTOMOBILE

LIABILITY:

Bodily Injury & Death	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000

The Contractor shall provide evidence of umbrella or excess liability coverage of \$5,000,000.

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKERS COMPENSATION & OCCUPATIONAL DISEASES: Statutory for Wisconsin.

If subcontractors are employed, the same general guidelines are to apply to the subcontractor as the Contractor.

The Village shall receive written notice of cancellation or reduction in coverage of insurance policy within thirty (30) days prior to the effective date of cancellation or reduction.

Nothing contained in the insurance requirement shall be construed as limiting the extent of the Contractor's responsibilities for payment of damages resulting from his/her operations under this agreement.

8. **DEFAULT** - The Village may terminate a contract by written notice of default to the Contractor if:
 - a. The Contractor fails to perform the services as outlined in the specifications within the time specified in the proposal, or
 - b. Fails to make progress so as to endanger the performance of the contract, or
 - c. Fails to provide or maintain in full force and effect, the liability and indemnification coverages or letter of credit or performance bond as is required.

If the Village terminates the contract, the Village may procure supplies or services similar to those so terminated, and the Contractor shall be liable

to the Village for any excess costs for similar supplies and services unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor. Failure to execute the Contract will, at the option of the Village, constitute a breach of the agreement made by acceptance of the Contract, and the Village will be entitled to forfeiture of the letter of credit accompanying the proposal that is required, not as a penalty, but as liquidated damages.

9. PERMITS AND LICENSES - The successful Contractor shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.
10. DUE DILIGENCE - Contractor shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the proposal. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village or the compensation to the Contractor.
11. PERFORMANCE BOND/LETTER OF CREDIT --The Contractor shall furnish to the Village an irrevocable performance bond or letter of credit in the amount of one hundred thousand dollars (\$100,000) from a reputable banking institution acceptable to the Village to guarantee the faithful performance of the contract. The performance bond or letter of credit shall be payable to the Village and prepared in a format approved by the Village Attorney. It shall remain in effect for the full term of the contract, including extension periods, and be delivered to the Village within (10) days of the awarding of this contract. The contract shall not be signed until the bond or letter of credit is received and is reviewed for acceptability by the Village.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

SUBMITTAL OF PROPOSALS - Two (2) copies of this Request for Proposals must be submitted intact in a sealed envelope for the proposal to be considered valid. Proposals must include those items listed below in **Contents** which must be properly completed and signed in ink.

All sealed proposals must be delivered to Greg Ulman, Director of Public Works, Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455, prior to the proposal opening date and time. Proposals must be identified as "Proposal: Village of Kronenwetter Well 1 Rehab" on the outside of the sealed envelope. Vendor's company name and address are to appear in the upper left corner.

PROHIBITED CONTACTS WITH VILLAGE – Any attempt to directly contact and influence any Village Board member, or any Village staff member associated with this project after receipt of this Request for Proposal and prior to the final selection decision as evidenced by a fully mutually executed exclusive contract with the final selected firm will be grounds for disqualification. If the bidders have any questions on the RFP, the RFP process or the village's expectations, the bidders shall follow the question process as explained in the next paragraph.

QUESTIONS - All questions must be in written form or via email and may be directed only to Greg Ulman Director of Public Works gulman@kronenwetter.org, Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455 phone (715) 693-4200, fax (715) 693-4202 by **###, 2025, 4:30pm**. No other staff will respond to any questions, written or verbal. The questions, and subsequent answers, will be documented and distributed to all RFP recipients. A written response will be provided to all questions by **###, 2025, 10:00am**.

LATE PROPOSALS - Proposals arriving after the specified time (**###, 2025 at 1:30 PM**), whether sent by mail, courier, or in person, will not be accepted. These proposals will be returned unopened. It is the Contractor's responsibility for timely delivery regardless of the methods used.

PROPOSALS BY FAX - Facsimile machine transmitted proposals **will not be accepted**, nor will the Village transmit proposal documents to prospective Contractors by way of a facsimile machine. Proposals should be submitted on the original forms provided by the Village, completely intact as issued.

ERROR IN PROPOSALS - When an error is made in extending total prices, the unit proposal price will govern. Otherwise, the Contractor is not relieved from errors in proposal preparation.

WITHDRAWAL OF PROPOSALS - A written request for the withdrawal of a proposal or any part thereof may be granted if the request is received by the Finance Director prior to the specified due date. After the due date, a company cannot withdraw its proposal for a period of one hundred twenty (120) calendar days. Furthermore, the Contractor so agrees to the conditions and terms submitted.

QUALIFICATIONS - No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or has failed to perform faithfully any previous contract with the Village.

The person, firm or corporation, if requested, shall present within 48 hours evidence satisfactory to the Village of its performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

TAX-EXEMPT STATUS -- Unit prices shall not include any local, state, or federal taxes. The Village is exempt, by law, from paying state or local tax. If needed, the Village shall supply the successful Contractor with the Village's tax exemption number.

EXISTING CONDITIONS -- Contractors are cautioned to carefully examine conditions affecting the well site, and other variables which may affect the maintenance of the well. The Village will not advise Contractors as to any conditions referred to. All figures found in this Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation. With submission of a proposal, the submitting Contractor understands and recognizes that the estimated figures located in the Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation and that any submitted proposals are final and will not be subject to negotiation during the contract term.

CONTENTS -- proposal must, at a minimum, include the following sheets from this RFP:

1. Cover Sheet
2. References & Competency -- Description of Firm (Section II)
3. Contractor Proposed Cost Summary (Section III)
4. Contractor Certification (Section IV)
5. List of Subcontractors (See below)

LISTING OF SUBCONTRACTORS - In order that the Village may be assured that only qualified and competent subcontractors will be employed on the project, each Contractor shall submit with their proposal a list of any subcontractors they plan to use and the services the subcontractor(s) will perform. The list must include each subcontractor's name, address, phone, contact person, years of experience, and three references for similar work, as well as required insurance information.

Section II REFERENCES & COMPETENCY

In order to allow evaluation of Contractor's capabilities, Contractors are required to supply the information requested below. Each Contractor shall list three municipalities where similar work has been conducted. For each reference, list the contact person's name, address, and phone number, services provided, and the time period in which the work was completed. **The Contractor shall also attach a written description of the firm including: its history, ownership, services provided, facilities, fleet, clients, etc.**

1. _____
_____ Municipality or Agency

Contact Name

Address (Area Code) Phone Number

Services Provided Date of Work

2. _____
_____ Municipality or Agency

Contact Name

Address (Area Code) Phone Number

Services Provided Date of Work

3. _____
_____ Municipality or Agency

Contact Name

Address (Area Code) Phone Number

Services Provided Date of Work

Section III
CONTRACTOR COST SUMMARY

WELL NO. 1
INSPECTION AND REPAIR
Kronenwetter Water Utility
2025

Item	Description	Units	Cost
1	Mobilize, labor to pull pumping equipment, inspect and reinstall, rebuild stuffing box, install dual air line w/gage, disinfect and sample.	Lump Sum	
2	Inspect motor	Lump Sum	
3	Video inspection and written report, with digital copy, of well casing and screen.	Lump Sum	
TOTAL BASE SERVICES			
As needed services / parts			
Item	Description	Units	Cost
1	Pump column pipe	Per Foot	

2	Line shaft	Per Foot	
3	SS sleeves and rubber bearings	Per Each Set	
4	Rebuild pump bowl assembly	Per Each Stage	
5	Sonar Jet well screen	Lump Sum	
6	Chemical Treatments of well screen and formation (including DNR approvals)	Lump Sum	
7	Rehab/Replace motor base plate	Lump Sum	
8	Replace mushroom style cap	Lump Sum	

Section IV

CONTRACTOR CERTIFICATION

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the Village of Kronenwetter the item(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION:

Name of Authorized Representative

Title

Date

Company Name

Street Address

Municipality, State Zip Code (Area Code)

Phone Number, FAX

Exhibit A
Well Photos



