

## **LEGAL NOTICE**

Proposals will be received by the Utilities Coordinator of the Village of Osceola, 310 Chieftain Street, Osceola, Wisconsin, until 12:00 p.m. on Wednesday July 9 for:

### **Ongoing Sewer Maintenance Request for Quotes**

The Village of Osceola is seeking proposals to clean and televise sanitary sewer, perform sanitary sewer root removal, clean storm sewer mains, and clean storm sewer catch basins, on a continuous basis over the years 2025, 2026, and 2027. Details of this program and instructions on how to provide a quote can be found within the proposal documents.

Copies of the proposal documents are on file at the Village Administrator's Office at 310 Chieftain Street, Osceola, WI and found at ([www.myosceola.com](http://www.myosceola.com)). RFP documents may be obtained without charge. Contractors should contact Rick Caruso at 715-294-3498 regarding any questions about the specifications or location of the work.

Each proposal must contain the full name or names of the party or parties making the same, with an affidavit as to interested parties, and, in the case of a corporation not chartered in Wisconsin, with a proper certificate that such corporation is authorized to do business in Wisconsin.

The Village of Osceola reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept any proposal that it deems most favorable.

Rick Caruso  
Utilities Coordinator  
Village Of Osceola

ADV: The Osceola Sun  
June 25<sup>th</sup>, 2025

## **I. INSTRUCTIONS**

Proposals will be received by the Utilities Coordinator, Village of Osceola, Wisconsin, in accordance with the information contained within this document.

Each Proposal must contain the full name of every person or company interested in the same. Proposers are required to use the printed proposal forms that are included in this Proposal packet. Proposers shall also state in their proposal the maximum number of calendar days after award of contract for delivery.

The Village of Osceola reserves the right to waive any informality in Proposals at its discretion and reserves the right to reject any and all Proposals.

A contract shall be awarded to the lowest, best, and qualified proposer as soon as practicable after opening of Proposals, subject to the reservations of the preceding

The Village of Osceola is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the basis of race, color, religion, sex, national origin, age, or handicap. Minority Business Enterprises, Women Business Enterprises, and Small Business Enterprises shall be afforded full opportunity to submit Proposals or proposals for this project.

Even when Federal Funding is not involved, the Contractor, during the performance of its contract, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, or handicap. The Contractor will take appropriate action to ensure that applicants are employed without regard to their race, color, religion, sex, national origin, age, or handicap. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

## **II. GENERAL CONDITIONS**

### **SUBMITTAL OF PROPOSALS**

Proposals for the 2025 Sewer Maintenance Contract will be received by the Village Administrator, Village of Osceola, Wisconsin, until **12:00 p.m. on Wednesday July 9, 2025**. Proposals may be dropped off at, mailed to 310 Chieftain Street, PO Box 217 Osceola, WI 54020-0217, or faxed to 715.294.2210. All faxed Proposals should be followed up with an executed original of the Proposal document.

### **PROPOSAL FORMS**

Each proposal shall be made on the attached "Proposal Forms" which shall be signed with the full name and address of the proprietorship, partnership, or corporation submitting it. The proposal of the proprietorship shall be signed by the owner, a partnership by one of the general partners, a corporation by a duly authorized officer thereof stating his title. No proposal may be withdrawn after delivery to

the Village Administrator. Proposer may at his discretion, add other pertinent facts or data that he might deem desirable, but his proposal must be on the proposal form.

#### CONSIDERATION OF PROPOSALS

The right is reserved to reject any or all proposals, including alternates, to waive technicalities or to advertise for new proposals, if in the judgment of the awarding authority the best interests of the Village will be promoted thereby.

#### AWARD OF CONTRACT

The award of the contract, if it is awarded, will be made within sixty (60) calendar days after the opening of proposals to the lowest and best proposer complying with all the requirements prescribed. In no case will an award be made until all necessary investigations are made as to the responsibility of the proposer to whom it is proposed to award the contract. The successful proposer will be notified, by letter mailed to the address shown in the proposal, that his proposal has been accepted and that he has been awarded the contract.

#### CANCELLATION OF AWARD

The Village Administrator reserves the right to rescind the award of any contract at any time before the execution of said contract by all parties without any liability against the Village.

#### CONTRACTOR'S INSURANCE

The Contractor shall take out and maintain during the life of the contract, such Public Liability (Bodily Injury and Property Damage) Insurance as shall protect the Contractor and any subcontractor performing work covered by the contract from claims for damages, for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by either of them. The Contractor shall maintain coverage of the types and in the amounts as specified below. Proof of such insurance coverage shall be evidenced by submitting a certificate of insurance.

The amounts of such insurance shall be as follows:

##### Bodily Injury Liability

Each Person	\$	1,000,000
Each Accident	\$	1,000,000

##### Property Damage Liability

Each Accident	\$	250,000
Med Pay	\$	2,000

Such insurance shall remain in full force and effect during the life of the contract.

#### QUALIFICATION OF PROPOSER

The proposer must furnish information relative to the facilities, ability, and financial resources available for the proper fulfillment of the work on the form attached hereto and which is made a part of the Proposal documents.

### ADMINISTRATOR

Whenever the term " Administrator" is used herein, the same shall mean the Village Administrator of the Village of Osceola or his duly authorized agent.

### SCHEDULING

The contractor shall submit his schedule for work to be performed, which must meet with the approval of the Administrator. All work on this contract, unless otherwise stated on the plans or in these specifications, will be limited to 8:00 a.m. to 5:00 p.m., except in cases of emergency, and then may be performed only if permission is obtained from the Administrator and adequate lighting facilities are used.

### TIME FOR COMPLETION

Work performed in this contract must be completed during the year as indicated on the proposal form.

### COORDINATION OF PLANS, SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, AND SPECIAL PROVISIONS

The Contractor shall take no advantage of any apparent error or omission in the plans or specifications. In the event the contractor discovers such an error or omission, he shall immediately notify the Administrator. The Administrator will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the plans and specifications.

### AUTHORITY OF THE UTILITIES COORDINATOR

The Utilities Coordinator will be the final authority regarding the quality and acceptability of materials furnished, work performed, and rate of progress. The Utilities Coordinator will provide interpretation of the plans, specifications, and other contract documents and will have final determination as to the acceptable fulfillment of the contract on the part of the Contractor.

### LAWS TO BE OBSERVED

The Contractor shall keep fully informed of all Federal, State and local laws, ordinances, and regulations and all orders and decrees of authorities having any jurisdiction or authority, which, in any manner, affect those, engaged or employed on the work, or which, in any way, affect the conduct of the work. They shall at all times observe and comply with all such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the Village and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by him/her self or his/her employees.

The Contractor agrees that, in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, sex, creed or color, discriminate against any citizen of the United States in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, sex, creed, or color.

### **EXTRA COST**

If the contractor claims that any instructions by drawings or otherwise involve extra cost under this contract, he shall give the Utilities Coordinator written notice thereof within ten (10) days' time after receipt of such instructions, and in any event before proceeding to execute the work, except in emergency endangering life or property, and the procedure then shall be as provided for changes in the work. No such claim shall be valid unless so made.

### **SCOPE OF PAYMENT**

The Village will make annual lump sum payment for all work performed within the calendar year. Payment will be made within 30 days of submission of satisfactory deliverables. The contractor shall receive and accept compensation provided for in the proposal as full payment for furnishing all materials and equipment for performing all work under the contract in a complete and acceptable manner and for all risk, loss, damage, or expense of whatever character arising out of the nature of the work or the prosecution thereof.

### **NON PERFORM WORK**

The quantity of work set forth herein is subject to budgetary constraints and the Village reserves the right to modify the work or non-perform any part of or all of the work upon notice to the Contractor. The Village may vary the amount of work contained herein as may be mutually agreed to by the Contractor. No allowance will be made for any increased expense, loss of expected reimbursement, or loss of anticipated profits suffered or claimed by the Contractor resulting either directly from such alterations, or indirectly from unbalanced allocation of overhead expense on the part of the Contractor and subsequent loss of expected reimbursement therefore or from any other cause.

## **III. SCOPE OF WORK**

The purpose of this contract is to provide comprehensive maintenance of the Village of Osceola's sanitary and storm sewer systems over a three-year term (2025–2027). The maintenance program will focus on cleaning, televising, and identifying problem areas within the collection system to ensure reliable and efficient operation.

### **SANITARY SEWER CLEANING AND REPORTING**

The contractor shall clean (jet/vac) approximately 30,000 linear feet (LF) of sanitary sewer mainline per year, for a total of approximately 90,000 LF over three years. Sewer mains range in diameter from 6" to 21", with the majority being 8" to 12", and consist of various pipe materials. The cleaning operation must utilize equipment capable of achieving a minimum flow rate of 40 GPM at 1,500 PSI.

Cleaning reports must, at a minimum, list manhole ID to manhole ID, pipe size, length cleaned, date cleaned, location, and remarks to include visual conditions and debris observed.

### **MANHOLE VISUAL INSPECTION AND REPORTING**

As part of the ongoing maintenance program, the contractor shall perform visual inspections of all accessible manholes associated with the sewer mains being cleaned and/or televised each year.

Each manhole shall be visually inspected from the surface to be evaluated for the following:

1. Structural condition (e.g., cracks, corrosion, exposed rebar, offset joints)
2. Presence of inflow and infiltration (I&I)
3. Cover condition and fit
4. Rungs or ladder condition

Manhole reporting will be included in the cleaning logs and reports and must include the following:

1. Manhole ID (Provided Via Village GIS Mobile App)
2. Observations of structural integrity
3. Signs of I&I or debris accumulation
4. A summary report shall be submitted at the end of each year's work, highlighting any manholes requiring further inspection, maintenance, or repair.

#### ROOT REMOVAL

Root removal will be required on an as-needed basis, subject to prior authorization by the Utility Coordinator. All known root areas have been previously televised and root removal performed annually. The Village will provide a map each year identifying areas with known or suspected root intrusion. Root removal reports must follow the same format as the cleaning reports.

#### LIFT STATION CLEANING

The contractor shall clean four (4) duplex lift stations in odd-numbered years (2025 and 2027). Cleaning shall include removal of debris, grease, and any other material from the wet wells and associated structures.

#### TELEVISIONING OF SANITARY SEWERS

In 2027, the contractor shall clean and televise approximately 14,000 LF of sewer main. This work shall include all labor and equipment necessary for pre-cleaning, CCTV inspection, and reporting.

All televising must:

1. Be performed with a pan/tilt-capable remote inspection camera.
2. Be evaluated in accordance with NASSCO PACP standards by PACP-certified personnel.
3. Include submission of two (2) hard copies of reports and a USB flash drive containing video files and logs.

#### STORM SEWER CLEANING

Clean approximately 1,200 LF of 18" to 24" storm sewer in 2025, and as needed in subsequent years.

Clean one section of 30" storm sewer in 2025, with potential for additional cleaning annually as determined by the Utility Coordinator or Public Works Coordinator.

Cleaning shall include full removal of sediment, debris, and obstructions.

### CATCH BASIN CLEANING

Catch basin cleaning shall be performed annually on a per-each basis as specified by the Village. Each basin shall be fully evacuated of debris, sediment, and material to restore proper function.

### ADDITIONAL NOTES

The Village will provide bulk fill water at the wastewater treatment plant and provide a designated disposal site for debris.

All work must be scheduled and approved in advance by the Utility Coordinator.

The Village may, at its discretion, renew this contract at the end of the contracted period.

The Village reserves the right to modify the scope of work based on budgetary considerations or operational needs.

### CONTRACT TERMS

1. Contract shall be for the term of three (3) years.
2. All work must be performed during the calendar year, as listed on the Proposal Form, and must be scheduled with the Utility Coordinator prior to commencement.
3. Root removal must be authorized by the Utility Coordinator.
4. The Village will provide fill water at the WWTP.
5. The Village will provide site for disposal of debris.
6. Cleaning must be performed at a minimum of 40GPM at 1500PSI.
7. Televising must be performed with a pan/tilt capable remote inspection camera.
8. Contract may be modified to remove or add work as Utility Coordinator deems necessary.
9. All billings and deliverables for current years' work must be submitted by December 1 of the current year.

## PROPOSAL FORM

Ongoing Sewer Maintenance –Osceola, WI

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

ITEM	Frequency	Cost
Sanitary Sewer Cleaning 6” – 18” Main (Per LF)	Approximately 30,000LF Per Year, 2025-2027	
Root Removal* (Per Hour)	As Needed, Annually	
Sanitary Sewer Cleaning 21” Main (Per LF)	Approximately 2,100 LF on Odd Years 2025,2027	
Cleaning 4 Duplex Lift Stations (Per Each)	Odd Years 2025,2027	
Clean and Televis (Per LF)	Approximately 14,000LF Year 2027	
Catch Basin Cleaning (Per Each)	Annually	
Storm Cleaning 18”-24” (Per LF)	Approximately 1,200LF 2025, As needed Annually	
Storm Cleaning 30” (Per LF)	Year 2025, Approximately 60LF, As needed annually	

\*Root removal map will be provided annually by the Utilities Coordinator

### ADDITIONAL INFORMATION

Please provide information found pertinent to the contract selection process i.e. equipment description, certifications, references etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date