

**BID DOCUMENTS
FOR
PALMER 3 WELL FIELD REHABILITATION**



**CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867**

SEPTEMBER 22, 2020

NOTICE TO BIDDERS

PALMER 3 WELLFIELD REHABILITATION FOR THE CITY OF OWOSSO, MICHIGAN

Sealed proposals will be received by the city of Owosso for the **PALMER 3 WELL FIELD REHABILITATION**

Bid and should be addressed to:

Bid Coordinator
City of Owosso
301 W. Main Street
Owosso, Michigan 48867

Pre-Bid Meeting (Non-Mandatory): **September 29, 2020 at 11:00 A.M.** on site at Palmer Street Well No. 3 at the South end of Palmer Street next to Hopkins Lake. If inclement weather, the alternative location will be Owosso City Hall, 301 W. Main, Owosso, MI.

Bids will be accepted until **3:00 p.m., OCTOBER 6, 2020** for the **PALMER 3 WELL FIELD REHABILITATION** at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, fax, email, etc.) are **NOT** acceptable.

At the time the contract is executed, the contractor shall file a bond to the city executed by a surety company authorized to do business in the state, conditioned upon the performance of said contract, and further conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts, dues and demands incurred in the performance of such work. The contractor shall also file evidence of public liability insurance and workers compensation in an amount satisfactory to the city attorney, and agree to hold the harmless from loss of damage caused to any person or property by reason of the contractor's negligence.

All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

PALMER 3 WELL FIELD REHABILITATION

Hard copies of the proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at www.ci.owosso.mi.us or on the MITN website at www.mitn.info.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso.

All work is to be completed as agreed upon by proposed contractor.

INQUIRIES/ADDENDUMS

Addendums will be available on the city's website at www.ci.owosso.mi.us and on the MITN website at www.mitn.info.

All inquiries regarding this bid request must be received at least five (5) calendar days prior to the submission and shall be received in, and responded to, in writing, or via FAX at 989-723-8854 or by e-mail to david.haut@ci.owosso.mi.us, Call 989-725-0560 to arrange a field inspection.

INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition seven (7).
6. Proposals should be mailed or delivered to: Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Insurance coverage – The winning bidder, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso as an additional insured party, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*
10. **The following items must be included with the bid response:**
 - a. **Vendor Proposal**
 - b. **Local Preference Affidavit**
 - c. **W-9 Request for Taxpayer ID No. and Certification**
 - d. **Signature Page & Legal Status/ Acknowledgement of Addendum(s)**
 - e. **Insurance Endorsement**

BID Proposal

PALMER 3 WELL FIELD REHABILITATION

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to PALMER 3 WELL FIELD REHABILITATION BID listed below at the following prices to wit:

Palmer 3 Well Field Rehabilitation Option 1				
Item	Description	Approx. Quantity	Unit	Price
1	Initial Task and Assessment	1	EA	
2	Engineering and Hydrogeologist Services	1	EA	
3	Mobilization	1	EA	
4	Drilling New Well	1	EA	
5	Pull Existing Well and Pump	1	EA	
6	All New Components		EA	
7	Piping		EA	
8	Equipment and Installation of new VFD(s) pump control and panel		EA	
9	Equipment and Installation of flow metering the well(s)		EA	

**Palmer 3 Well Field Rehabilitation
Option 1 (continued)**

10	Equipment and Installation of well level monitoring the well		EA	
11	Chlorinate and sample well(s)	1	EA	
12	Site Restoration and/or cleanup	1	EA	
Option 1 Total Cost				

Palmer 3 Well Field Rehabilitation – Option 2
LIST YOUR DETAILS
 (Use additional pages as needed)

Item #	Description	Approx. Quantity	Unit	Price
Option 2 Total Cost				

**PALMER 3 WELL FIELD REHABILITATION – OPTION 3
DESCRIPTION OF WORK**

**Palmer 3 Well Field Rehabilitation– Option 3
(Provide Description of Work
On Separate Sheet)**

Lump Sum Total Option 3

Bidder's Initial _____

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal. Contractor will furnish the surety for performance, for 100% of this bid, which shall be accepted and approved by the city.

The undersigned agrees that if the city accepts this proposal, Contractor may commence this project upon notification to proceed. Contractor completion date is June 30, 2018 or as agreed upon by proposed contractor. This completion date may be extended for rain days or winter weather only as approved by the city of Owosso.

On behalf of _____, I hereby submit this proposal for the HINTZ WELL-FIELD REHABILITATION for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Dated and signed at _____ State of _____

This _____ day of _____, 20____.

Bidder

Witness:

By/s/

Business Address

Signature

Printed Name

Title

Telephone Number

GENERAL CONDITIONS

1. LOCAL PREFERENCE POLICY

The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.*

2. BID ACCEPTANCE

The city reserves the right to reject any or all proposals. Unless otherwise specified, the city reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern.

3. PAYMENT

Unless otherwise stated by the bidder, time, concerning discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the city of materials, supplies or equipment delivered or work done, may be made upon presentation of a properly-executed claim voucher. The final payment will be made by the city when materials, supplies, equipment or the work done have been fully delivered or completed to the full satisfaction of the city.

4. BID DEFAULT

In case of default by the bidder or contractor, the city of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

5. UNIT PRICES

Prices should be stated in units of quantity specified.

6. QUOTED PRICES

Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to a designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.

7. SUBSTITUTIONS

Wherever a reference is made in the specifications or description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. HOLD CITY HARMLESS

The bidder, if awarded an order or contract, agrees to protect, defend, and save the city harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save the city harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his employees, subcontractors, or agents.

9. COMPETITIVE BIDDING STATUTES

The laws of the state of Michigan, the charter and ordinances of the city of Owosso, as far as they apply to the laws of competitive bidding, contracts and purchases, are made a part hereof.

10. SAMPLES

Samples, when requested, must be furnished free of expense to the city and, if not destroyed, will upon request be returned at the bidder's expense.

11. BONDS

A performance bond and labor and material bond in the amounts stated in the bid documents, shall be on file with the city before work commences. The city will determine the amount and sufficiency of the sureties.

12. PROPOSAL GUARANTEE

All checks or bid bonds, except those of the three lowest bidders, if required, will be returned when the bids have been opened and tabulated. The certified checks or bid bonds of the three lowest bidders will be held until the contract documents have been signed, after which remaining certified checks or bid bonds will be returned to the respective bidders.

13. BIDDERS

The city may demand that the contractor file a sworn experience and financial statement setting forth the financial resources, adequacy of plant and equipment, organization, experience and other pertinent and material facts as may be desirable.

14. INSURANCE AND HOLD HARMLESS

To the fullest extent permitted by law the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Owosso, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Owosso against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Owosso, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, for all actions of the Contractor.

Contractor shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Owosso. The requirements below should not

be interpreted to limit the liability of Contractor. All deductibles and SIR's are the responsibility of Contractor. Contractor shall procure and maintain the following insurance coverage:

- a. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. (E) Explosion, Collapse, and Underground (XCU) coverage, if applicable. Limits may be obtained by the use of primary and excess/umbrella liability policies.
- c. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. Owners' and Contractor Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. The City of Owosso shall be the "Named Insured" on said coverage.
- e. Additional Insured: Commercial General Liability and Automobile Liability as described above shall include an endorsement stating the City of Owosso shall be listed as additional insured. It is understood and agreed by naming the City of Owosso as additional insured, coverage afforded is considered to be primary and any other insurance the City of Owosso may have in effect shall be considered secondary and/or excess.
- f. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, shall be sent to: (The City of Owosso, 301 W. Main, Owosso, MI).
- g. Proof of Insurance Coverage: Contractor shall provide the City of Owosso at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Owosso at least ten (10) days prior to the expiration date.

15. PROTECTION OF LAND MONUMENTS AND PROPERTY STAKES

Land monuments or stakes marking property corners shall not be moved or otherwise disturbed except as directed by the city. If any land monuments or lot stakes are moved or disturbed by the contractor, the cost of replacing each land monument or lot stake so moved or disturbed shall be deducted from any money due the contractor, as payment to the city for the cost of replacing said land monument or lot stakes.

16. CONTRACTOR'S RESPONSIBILITY FOR WORK

The contractor shall be responsible for any damages that the work may sustain before its acceptance, and shall rebuild, repair, restore and make good, at its own expense, all injuries and damages to any portion of the work by the action of the elements or from any cause whatsoever before its acceptance. Neither the final payment nor any provision in the contract documents shall relieve the contractor of the responsibility for negligence or faulty materials or workmanship within the extent and period provided by law, and, upon written notice, the contractor shall remove any defects due therefrom and pay for any damaged due to other work resulting therefrom, which shall appear within one year after the date of completion and acceptance.

17. PAYMENT

At monthly intervals commencing after construction has been started, the city will make partial payment to the contractor based on a duly-certified estimate prepared by the city of the work done by the contractor during the preceding four-week period. Each estimate will be submitted to the city council for approval on either the first or third Monday of each month. The city will retain ten percent (10%) of the amount of each such estimate until final completion and acceptance of all work covered by this contract.

Before the contractor shall demand final estimates or payment, contractor will furnish to the city, supported by sworn statements, satisfactory evidence that all persons that have supplied labor, materials, or equipment for the work embraced under this contract have been fully paid for the same; and that, in case such evidence be not furnished as aforesaid, such sums as the city may deem necessary to meet the lawful claims of such persons may be retained by the city from any monies that may be due or become due to the contractor under this contract until such liabilities shall be fully discharged and the evidence thereof be furnished to the city.

18. CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF

Besides the payment to be retained by the city under the preceding provisions of these general conditions, the city may withhold a sufficient amount of any payment otherwise due to the contractor to cover a) payments earned or due for just claims for furnish labor or materials on the project under this contract, b) for defective work not remedied and c) for failure of the contractor to make proper payments to subcontractors. The city shall disburse and shall have the right to act as agent for the contractor in disbursing such funds as have been previously withheld pursuant to

this paragraph to the party or parties who are entitled to payment from it. The city will pay to the contractor a proper accounting of all such funds disbursed for the contractor.

19. OWNER'S RIGHT TO DO WORK

If the contractor should neglect to prosecute the work properly or fail to perform any provisions of this contract, the city, after three (3) days' written notice to the contractor and contractor's surety, may without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost of it from the payment due the contractor.

20. DEFINITION OF NOTICE

Where in any of the contract documents there is any provision in respect to the giving of notice, such notice shall be deemed given to the owner, when written notice is delivered to the city manager, or placed in the United States mail addressed to the city clerk; as to the contractor, when a written notice shall be delivered to contractor's representative at the project site or by mailing such written notice in the United States mail addressed to the contractor at the place stated in the bid proposal as the business address; as to the surety on the performance bond, when a written notice is placed in the United States mail addressed to the surety at the surety's home office or to its agent or agents who executed such performance bond on behalf of the surety.

21. SUBCONTRACTS

The contractor shall not subcontract any work in the execution of this contract without the written consent of the city. The contractor shall be responsible for the acts or omissions of any subcontractor and of anyone employed directly or indirectly by such subcontractor.

22. ASSIGNMENT OF CONTRACT

The contractor shall not assign this contract or any part hereof without the written consent of the city. No assignment shall be valid unless it shall contain a provision that any funds to be paid to the assignee under this agreement are subject to a prior lien for services rendered or materials or supplies for the performance of the work specified in the contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.

23. MAINTAINING TRAFFIC

The contractor shall provide flares, signs, barricades, traffic regulators, etc., to conform to the current *Michigan Manual of Uniform Traffic Control Devices* or as directed by the city. The contractor shall not close any road or street without the permission of the city. If any street or road is to be closed by the contractor, it shall be the responsibility of the contractor to notify the Owosso fire department when the street will be closed and again when the street is open to traffic. Traffic control devices for any detours deemed necessary by the city shall be provided by the contractor. Cost of maintaining shall be incidental to the cost of the project unless otherwise provided.

24. ORDER OF COMPLETION

The contractor shall submit, whenever requested by the city, a schedule of the work showing completion dates. The city may request that certain portions of the work be done before other portions. If so requested, the contractor shall arrange to schedule to meet the request by the owner.

25. USE OF COMPLETED PORTIONS

The city shall have the right to take possession and use any completed or partially completed portions of the work; but such taking possession and use shall not be deemed acceptance. Pending final completion and acceptance of the work, all necessary repairs and adjustments on any section of the work due to defective material, workmanship, natural causes, or other operations of the contractor, other than normal wear and tear, shall be done by and at the expense of the contractor.

26. WATER SUPPLY

The contractor shall secure an adequate water supply for use in construction and for drinking water for his employees. If the city's water is used on the work, the contractor shall make the necessary application and shall pay all costs involved. Connections, piping and fittings for conveying water shall be furnished and maintained by the contractor. Contractor shall pay for water according to the city's established rates.

27. CLEANUP

The contractor shall keep the project free from waste materials or rubbish caused by its employees or work. This includes as a minimum excess excavation or backfill material, broken or rejected materials, empty containers or general debris. The owner may require complete cleanup of certain areas as construction is completed.

28. SUPERVISION

The contractor shall have a superintendent on the job site to coordinate and expedite the various construction activities for the duration of this contract.

29. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER CLAUSES

The contractor shall agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined by Michigan Compiled Statutes, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause.

LOCAL PREFERENCE POLICY

The following affidavit should be completed if a bidder is located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business: The city of Owosso has a local preference policy for the purchase of goods and services as recorded in the city ordinance in section 2-348. "Lowest qualified bidder" defined.

1. The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner:
To the bid of any bidder which is neither an Owosso-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
2. To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from a city-based business, no additional amount shall be added to the bid of a county-based business.
3. "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city.

The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.

4. If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by a Owosso-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of sub-paragraphs (1) and (2) within this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as a city-based or county-based business.

AFFIDAVIT

In accordance with Section 2-348 of the Owosso city code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

Registered business address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

Business name and address of sub-contractor

Percentage of contract

Authorized signature

Date

Title

Company name

SIGNATURE PAGE AND LEGAL STATUS

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

Bid proposal by _____
(Name of Firm)

Legal status of bidder. Please check the appropriate box and **USE CORRECT LEGAL NAME.**

A. Corporation ____ ; State of Incorporation _____

B. Partnership ____ ; List of names _____

C. DBA ____ ; State full name _____ DBA

D. Other ____ ; Explain _____

Signature of Bidder _____ Title _____
(Authorized Signature)

Printed name _____

Signature of Bidder _____ Title _____
(Authorized Signature)

Printed name _____

Address _____ City _____ Zip _____

Telephone () _____

Signed this _____ day of _____ 20_____.

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO.	BIDDER'S INITIALS
_____	_____
_____	_____
_____	_____

PROOF OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED (CONTRACTOR)

COMPANIES AFFORDING COVERAGE

ADDRESS

A.
B.
C.

It is hereby understood and agreed that the city of Owosso, its city council and each member thereof and every officer and employee of the city shall be named as joint and several assureds with respect to claims arising out of the following project:

PALMER 3 WELL FIELD REHABILITATION

It is further agreed that the following indemnity agreement between the city of Owosso and the named insured is covered under this policy: Contractor agrees to indemnify, hold harmless and defend city, its city council and each member thereof and every officer and employee of city from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against city, its city council and each member thereof and any officer or employee of city which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to the city of Owosso.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have attained the insurance required below, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the city of Owosso. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds:** City of Owosso, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming City of Owosso as additional insured, coverage afforded is considered to be primary and any other insurance the city of Owosso may have in effect shall be considered secondary and/or excess.
5. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed that a Ten (10) days notice for non-payment of premium is required and a Thirty (30) days notice is required

for Non-Renewal, Reduction, and/or Material Change, shall be sent to: City of Owosso, Bid Coordinator, 301 W. Main Street, Owosso, Michigan 48867.

6. **Proof of Insurance Coverage:** The Contractor shall provide the city of Owosso, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the city of Owosso at least ten (10) days prior to the expiration date.

Please include a copy of insurance declaration verifying amounts of coverage. The verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE _____

BY _____
Authorized Insurance Agent

AGENCY _____

TITLE _____

ADDRESS _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

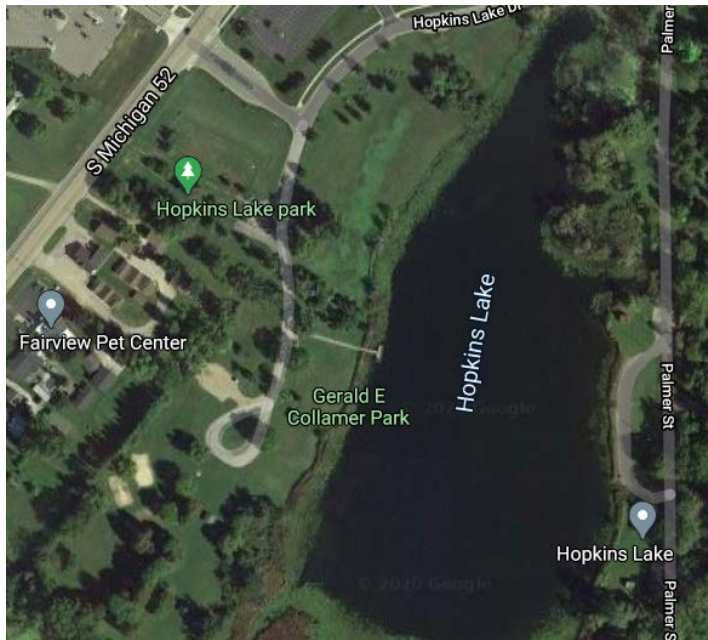
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

PROJECT LOCATION:

Palmer 3 Well Field Site at the South end of Palmer St Next to Hopkins Lake.



BACKGROUND INFORMATION

The existing Palmer 3 Well Site contains one of the six active wells the City of Owosso owns and operates to provide municipal water service to our customers. The existing Palmer 3 Well was originally drilled in 1964, and was a 16" diameter well. Currently the well is permitted at pumping capacities of 792 GPM. The total well depth is 83 feet. The Palmer 3 Well has not been active since May 2019.

The following photos were taken prior to work completed by NPW in June 2019.



SCOPE OF SERVICES

The City of Owosso is seeking a qualified State of Michigan licensed Type I Water Supply Contractor, to provide a hydrogeology study, aquifer test, identification of proposed Standard Isolation Area, drilling services, chemical analysis of water from test well, site plan with location of proposed production well, and detailed construction specifications for the proposed production well.

Initial Task and Assessment:

All work is contingent on relining the existing well, and the existing well screen being intact after airlifting the fill out of well and looking it over with video camera.

Option 1- Use the existing well and install a submersible pump: (Option 1 includes minimum required action items that may be edited to submit your bid proposal)

- Submittal for Act 399 approval including an approved drawing of the changes to the well.
- Submittal for Act 399 to convert a line shaft turbine pump to a submersible pump.
- Relining the well to 8" casing to maximize pumping volume out of the 8" relined well by switching to a submersible pump.
- The proposed pump shall have a minimum design rate of 600 gpm @ 210 TDH.
- 8" steel liner installed
- - Labor to install and grout liner in position, airlift fill out of well
- - Before/After video
- - 8" steel casing
- - 8x12 K-Packer
- - 3/8" hole plug (1 bag)
- - Portland cement type 1A
- - Cement equipment
- Sandblast, Clean and Paint Head
- Conversion of head, conduit box, machined plates, conduit work, etc
- Labor - Shop, load/offload, prep new pump assembly
- Pump New: Franklin 550STS8
- New Motor 40 HP, 460Volts, Franklin
- Wire for Sub Motor: 4-3 flat black w/ground
- Heat Shrink Kit #4
- 5 inch Cert-A-Loc Drop Pipe
- 5 inch Cert-A-Loc Coupling
- 5 inch Cert-A-Loc Spline
- 5 inch Cert-A-Loc Adapter
- 6" x 5" swedge nipple
- Bolts, Air Line Fittings, Paint, Air Line Gauge, Pressure Gauge
- Labor, Set Pump Chlorinate, Run post efficiency test, Pull one bacti sample.
- 1" Stilling Tube, SDR21 PVC, p/ft and Air Line
- Provide and install a Square D 40HP VFD using existing controls in place of existing controls and in place of an existing across the line starter.
- Ashcroft submersible level transmitter w/cable supports
- 8" Water Specialties Ultra Flow mag meter includes flanged tube, flow computer, and 25' of submersible cable
- Consult with City prior to any additional work being performed.

- Detailed specifications for distribution piping shall be developed for connection to existing raw water lines.

Option 2 - Install a new 16” offset well at Palmer 3: (Option 2 is not detailed and will require additional details to submit your bid proposal)

- Submittal for Act 399 approval including an approved drawing of the changes to the well.
- Detailed specifications for distribution piping shall be developed for connection to existing raw water lines.
- The existing Palmer 3 production well no longer in operation shall be plugged and abandoned.

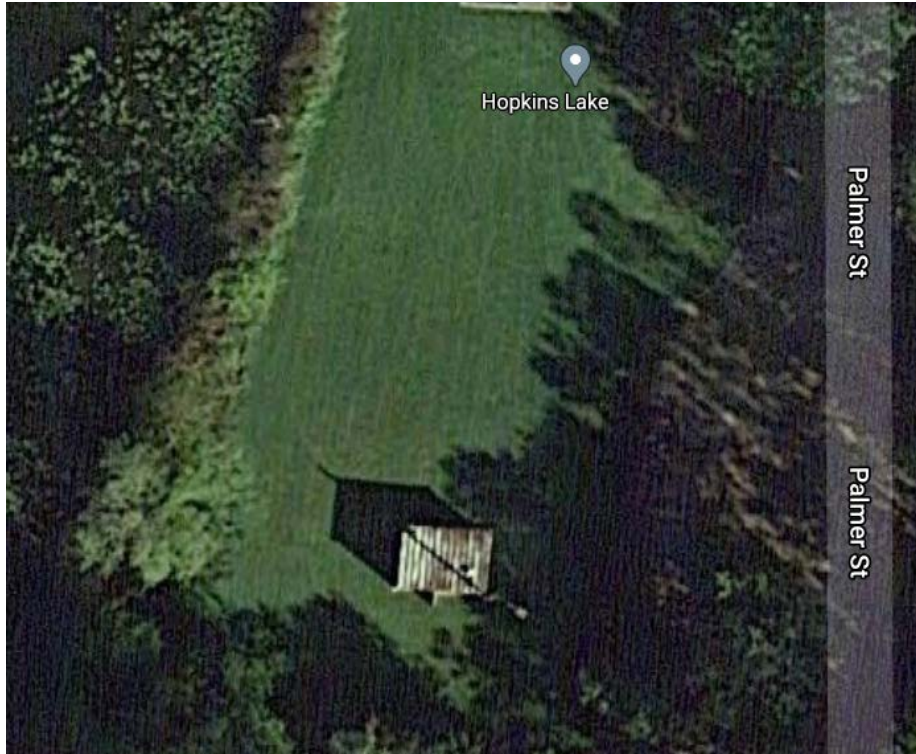
Option 3 – Abandon existing Palmer 3 well only:

- The existing Palmer 3 production well no longer in operation, shall be plugged and abandoned.

The Michigan Department of Environmental Quality (MDEQ) will be required to provide the city of Owosso written Act 399 authorization with specified conditions.

The Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399), and the rules promulgated pursuant to Act 399, provide specific direction on the information that needs to be submitted to the MDEQ for review and approval before a production well construction permit can be issued. Contractors should familiarize themselves with Act 399 rules prior to submitting their proposals for these services.

Proposals for above Options must include 1) Variable Frequency Drive, 2) Flow Metering, and 3) Level Monitoring, which will be connected to a SCADA control and monitoring system. The site layout illustrates existing well and infrastructure.



The information contained below is specific qualifications each contractor must meet in order to provide an accurate proposal.

Contractor/Bidder Requirements:

Contractor shall be responsible for including, but are not limited to, all the labor, materials, and equipment necessary for completing the replacement of the Palmer 3 well.

The following items should be included in each detailed proposal:

- Total Cost for Initial Task and Assessment
- Total Cost for Option 1
- Total Cost for Option 2
- Total Cost for Option 3
- Engineering and Hydrogeologist services
- Cost for mobilization
- Cost for drilling new well
- Cost to pull existing well and pump
- Cost for all new components (i.e. casing, pumps, screen, column assembly/shaft/couplers, and related well components)
- Cost for piping
- Cost for equipment and installation of new VFD(s) pump control and panel
- Cost for equipment and installation of flow metering the well(s)
- Cost for equipment and installation of well level monitoring the well(s)
- Cost to chlorinate and sample wells
- Cost for Site Restoration and/or Cleanup

All work shall be conducted in accordance with the current State of Michigan Well Construction Codes. All materials in contact with drinking water shall meet ANSI/NSF approval. Contractor is responsible for restoring well performance to rated capacity or better. Water quality sampling shall be performed in accordance with the State of Michigan DEQ Well Code including documentation of results to the City of Owosso. All cost incurred for the sampling and testing shall be the contractor's responsibility. Contractor shall provide site clean-up upon completion of investigation, construction duties including restoration and/or repair if needed. Documentation of all testing and water level observations shall be provided to owner.

Contractor shall be responsible for discharging water/chemicals to acceptable location that will not cause any soil erosion, contamination, or sediment impacting the nearby *wetland or neighboring property owners*.

Contractor shall follow MDEQ well construction code rules must be followed at all times. Contractor/Bidders must be a licensed well driller in the state of Michigan under the contractor's company name. Copy of current State of Michigan License must be included with bids.

Contractor drilling may not be subcontracted.

Contractor is responsible for two good bacteria samples at least 24 hours apart. Any additional work to be performed shall be upon written approval of the City of Owosso. Any additional repairs or materials upon inspection of the wells shall be submitted to City of Owosso in writing, and shall be in accordance with hourly rates/material cost provided in this proposal. All materials shall conform to City of Owosso Specifications.

Equipment and Materials:

Contractor shall include, but are not limited to, providing all equipment and materials necessary to complete the work outlined above. Materials shall be provided in accordance with the City of Owosso specifications.

Warranty:

Contractor shall provide guarantee of materials and workmanship for a period of not less than one (1) year following substantial completion on any or all work performed above to the owner.

Services/Materials Not to be Included in Bid Proposal:

The proposal shall not include providing and or installation of the following items:

- Site accessibility (provided by owner)
- Site Electrical (provided by owner)

Following EGLE Compliance Requirements Shall be Addresses at Pre-construction Meeting

- EGLE Test Well Approval Letter
- EGLE Type I Well Approval Process
- EGLE Well Construction Check-off List
- EGLE Well House & Pump Installation Check-off List
- Ten State Standards
- EGLE PA 399 Part 8 & 800 Series Rules

- EGLE Part 127 Administrative Rules Well Construction
- Copy of Existing Well Logs Will be provided
- Palmer St - Palmer #3 Well Field Map

Schedule:

The commencement of this project will be coordinated with the individual contractor selected. Bids must include a proposed schedule for performing a hydrogeology study, permit approval process, and construction.

Proposal Cost Breakdown:

It is requested that the proposal submitted be broken out by individual item and hourly labor costs associated with each item to allow the owner the flexibility to adjust the contract as the project progresses.

Contractor References:

Each proposal shall include a brief background of the personnel that will be working on this project as well as their qualifications.

Vertical Turbine Pump

Disassembly Report

Customer:

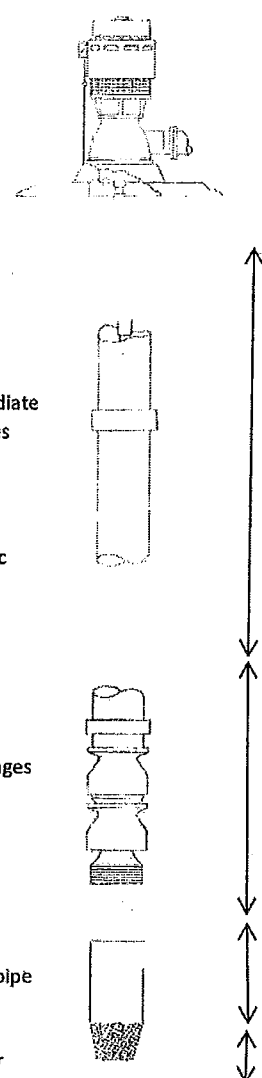
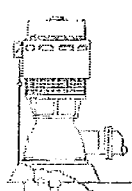
Owosso

Well No.

3

Pump No. : City & State: Owosso, MI Date: 5/30/19

Well Location : Palmer St.

Motor			Pump Head		Bowl		
Manufacturer	US			Manufacturer	B.J.	Manufacturer	Layne
Horsepower	40			Type	Unknown	Model	11CHC
RPM	1780			Dischrg flg size	10"	Size	11"
Phase	3			Base plate	No.	No. stages	2
Line volts	460			Head shaft: dia. & length	1-1/2" 67-7/8"	Material	C.I.
Full load amps	46			Shaft material	SST	Shft-con size	1-1/2"
Serial No.	I.D*			Cpl. In head	Yes	Bowl Constant	12"
Type	RUE			Head constant	4-15/16"	<i>Suction</i>	
Frame	324TP			<i>Column</i>		Size	8"
Shaft dia.	1-1/2"			Pipe size	8"	Threaded	Yes
Shaft length	34-13/16"			Pipe cplg	Dropln	Bell	No
Thread size	8			Water lube	Yes	Special paint	
Key size	3/8"			Oil lube	No	Strainer	Yes
Bolt circle	14-3/4"			Oil tube size	N/A	<i>Well</i>	
CxD dimension	28-1/8"	Shaft size		1-1/2"	Type	Screened	
Motor serviced	N/A	Shaft & cplg	SST	Casing dia.	12"		
<i>Gear Drive</i>		<i>Pumping Data</i>		Well depth	121'5"		
Manufacturer	N/A	Static level	40'5"	Top hat size	16"		
Serial No.		System press.		Casing vent	Yes		
Gear ratio		gpm @ system psi		<i>Monitor Systems</i>			
<i>Engine</i>		Pumping level		Airline	Yes		
Manufacturer	N/A	Test intervals / test time		type	Plastic		
Model		<i>Blow off</i>		length	80'		
Serial No.		Size	6"	fastened	Yes		
		Connection	Flange	Stilling tube	No		
		Location	Inside building	type	N/A		
				length	N/A		
93' ft. Total setting *							
* measured from: top of pressure grout)							
<i>Special Instructions</i>		I.D* X01-X0200272-6T		VFD installed	Yes		
Roof has no hatch, must remove 2 roof panels.							
<i>Comments / Concerns</i>		3/8" stick up above headnut upon a n arrival. Strainer appears to have rotted off.					

Pump Repair Parts List

Customer: Owosso City: Owosso State: MI Date: 5-31-19
 Pump No: _____ Head Type: B.J Column/Shaft Size: 8 x 1 1/2
 Bowl Manufacturer: LAYNE Bowl Type/Size: 11CHC Bowl Stages: 2
 Pump Setting: 80ft + Bwls + 10ft suction Job # - J

HEAD				COLUMN			
	QTY	RECOMMEND to REPLACE	REPLACED		QTY	RECOMMEND to REPLACE	REPLACED
Head	OK			Top Column Flange	NA		
Motor Shaft CS (SS)	OK			Top Column Pipe	1	8 x 4' 11 1/4	
Fowlers	OK			Int. Column Pipe	7	8 x 9' 11 1/4	
Studs BRZ (SST)	2	3/8 x 3 1/2		Bottom Column Pipe	1	8 - 9' 11 1/4	
Nuts BRZ (SST)	2	3/8		Column Pipe Couplings	8	8 steel	
Discharge Head	OK			Top Line Shaft CS (SS)	1	1 1/2 x 67 7/8	
Stuffing Box	-			Int. Shaft w/Siv. CS (SS)	7	1 1/2 x 10ft	
Stuffing Box Bushing	1	1 1/2 x 2 x 3 1/2		Bot. Shaft w/Siv. CS (SS)	1	1 1/2 x 5ft	
Flange Bolts / Nuts	8	3/4 x 3 1/2		Line Shaft Cplgs. CS (SS)	10	1 1/2 x 3 1/2	
Gaskets	1	10in Rubber		Rubber Brgs. Old A B			
				Line Shaft Sleeves	8	1 1/16 x 6	
				Drop-in Spider Bearings	8	1 1/16 - B ^s	
				Combo Couplings			
				Rubber Inserts			

SUCTION	QTY	RECOMMEND to REPLACE	REPLACED
Bushing / Swedge			
Suction Pipe			
Couplings			
Lugs			
Strainer			

COMMENTS: Pump - Has Holes in Casting -
Pipe - Threads are washed out Bad from not being sealed - Do to Epoxy paint
Shafting - is pitted + cutting in threads
Recommend - NEW head Down -

BOWL				MISCELLANEOUS			
	QTY	RECOMMEND to REPLACE	REPLACED		QTY	RECOMMEND to REPLACE	REPLACED
Discharge Nozzle				Airline			
Intermediate		Pump Bowl Has Holes Replace		Airline Gauge			
Suction Nozzle				Cement Grout			
Suction Bell				Packing			
Discharge Bushing				Zerk Fittings			
Intermediate Bushing				Salastic			
S. Nozzle Bushing				Elect. Motor Oil #32			
Wear Ring				Elect. Motor Oil #68			
Collet CS / SS				Gear Drive Oil #100			
Impeller Shaft				Pressure Gauge			
Impeller				Gauge Snubber			
Impeller Trim				Chlorine			
Sand Collar				Plastic Tape			
Set Screw				Green Tape			
Bowl Stud/Cap Screw				Rubber Tape			
Bowl Nuts				Motor Bolts & Nuts			
				Head & Bowl Tags			
				Paint			
				Pump Wedges			
				Sample Cock Assy.			
				Grease			
Motor repair							
EMSC No.							

COMMENTS :

