



City of Antigo  
Wastewater Treatment Facility  
N2420 Koszarek Rd  
Antigo, WI 54409  
715-627-2710 [www.antigo-city.org](http://www.antigo-city.org)

**INVITATION FOR BID  
Doors at WWTP**

The City of Antigo will accept sealed bids for new service doors for the wastewater treatment plant.

Bids will be accepted until Friday, October 11<sup>th</sup> 2019 at 11:00 a.m. in the:  
Office of the Antigo City Clerk  
700 Edison St  
Antigo, WI 54409

Please mark sealed bids with the title “Doors for WWTP” on the outside of the envelope.  
Please refer any questions or site visit arrangements to:  
Tommy Horswill  
N2420 Koszarek Rd  
Antigo, WI 54409  
715-627-2710  
[thorswill@iaewater.com](mailto:thorswill@iaewater.com)

Site visits for measurements and field verification will be Sep 9-12 2019 from 7:00 a.m.-2 p.m.

Bid information is also available at the Public Works Office:  
Antigo City Hall  
700 Edison St  
Antigo, WI 54409

Bids will be opened and read at 11:00 a.m. on Monday, October 14<sup>th</sup> 2019 in the:  
Public Works Office  
Antigo City Hall  
700 Edison St  
Antigo, WI 54409

The City of Antigo reserves the right to reject any or all bids and to accept the bid deemed the most advantageous to the City of Antigo.

City of Antigo  
700 Edison Street  
Antigo, WI 54409



## **1. Introduction:**

The City of Antigo (hereafter referred to as the City), a governmental entity, is requesting bids for the purchase of service doors for their waste water treatment facility (WWTP).

Notwithstanding any other provisions of the Request for Bids (RFB), the City reserves the right to reject any or all bids, to waive any irregularity or informality in the bid, and to accept or reject any item or combination of items, when to do so would be the advantage of the City and its taxpayers.

It is further within the right of the City to reject bids that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing a response to this RFB is not reimbursable in part or in whole to the proposer. Any bid received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the bid allowing the City to protect such information as warranted.

## **2. Objective**

The City intends to purchase new service doors for their Wastewater Treatment Facility. The existing doors are rusting and are not energy efficient.

## **3. Scope of Services**

The vendor shall provide a bid that includes the costs of all materials (F.O.B Antigo) to provide new service doors. The bidder should a cost for the removal and disposal of the existing doors and installation of the new units.

## **4. Project Specifications**

- A. The bid shall include the cost of purchase and installation of new service doors at The City's WWTP.
- B. Doors shall be insulated fiberglass industrial grade doors. All framing and hardware should be included. Doors may contain windows or partial windows.



- C. The doors and their installation should be priced individually based on budget restrictions. The doors are as followed:
- Door 1: Headworks (single)
  - Door 2: Generator Room (Single)
  - Door 3: Main Building East (Single)
  - Door 4: Shop East (Single)
  - Door 5: Shop South (Single)
  - Door 6: Polymer Room (Double)
  - Door 7: Belt Press (Double)
  - Door 8: RAS (Double)
  - Door 9: Sand Filter North (Double)
  - Door 10: Sand filter North (Double)
  - Door 11: Sand Filter Electrical Room (Single)
  - Door 12: Sand Filter South (Single)
  - Door 13: UV Room (Single)
  - Door 14: Plant Entry Doors (Double)
  - Door 15: Shop West (Single)
- D. Any substitutions to be considered as an “approved equal” to the specified doors will include manufacture data sheets and a statement from the vendor that the item meets or exceeds the specified item.
- E. The vendor is required to submit a complete bid package of doors and installation as it is not the intention of the City to award portions of the bid package to multiple vendors.
- F. The vendors are responsible for the preparation and submittal of the bid documents with final review/recommendation of the results to the Public Works Committee by appropriate staff. Bids **must be delivered to the City Clerk’s office no later than Friday October 11<sup>th</sup> 2019 at 11:00 a.m.** and will be opened and read at the Public Works Department immediately following the bid submittal deadline. A decision by **the City’s Finance, Personnel, and Legislative meeting is anticipated to occur at their regularly scheduled meeting on October 16<sup>th</sup> 2019.**



## 5. Process for Submitting Bids

### A. Preparation/Submission of Bid

The bidder may include a cover letter listing any additional information considered necessary to assist the City with its consideration of the vendor's submittal.

Each bid shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to complete the submittal.

The bid must be enclosed in a sealed envelope or box, plainly marked as **"Bid for Doors at WWTP"**

Interested parties are encouraged to stop to take measurements for proper installation. Site visits for taking necessary measurements or to perform field verifications will be available Monday September 9<sup>th</sup> -Thursday September 12<sup>th</sup> 2019 from 7:00 am to 2:00 pm. Please contact Tommy Horswill at 715-216-6243 or [thorswill@iaewater.com](mailto:thorswill@iaewater.com) to make arrangements.

Please submit one (1) original and one (1) copy of the bid to the attention of Kaye Matucheski, Clerk Treasurer/Finance Director

Please submit the proposals to:  
Clerk Treasurer/Finance Director's Office  
City of Antigo  
700 Edison St  
Antigo, WI 54409

Please submit inquiries to:  
Tommy Horswill  
Project Manager for Infrastructure Alternatives  
[thorswill@iaewater.com](mailto:thorswill@iaewater.com)  
(715)627-2710

All bids must be delivered to the Clerk-Treasurer/Finance Director's office **no later than October 11th 2019 at 11:00 a.m.** Proposals received after the above date and time will not be considered. Faxed proposals will not be accepted. Proposals will be opened at the Public Works office immediately subsequent to the submittal deadline. Bid result recommendations will be **considered at a regularly scheduled City FP&L meeting on October 16<sup>th</sup> 2019 at 6:00p.m.**



## **VENDOR CERTIFICATION**

*We have read the City's Request for Bids (RFB) to provide vertical turbine pumps, motors and components and we certify that we have adequate facilities/stock to provide required items. We understand that our ability to meet criteria and provide required materials shall be judged by the city.*

*In addition, we certify that:*

- Our bid is not made in the interest or on behalf of any person not named therein;*
- We have not directly or indirectly induced or solicited any person to submit a false or misleading bid or to refrain from proposing;*
- We have not in any manner sought by collusion to secure advantage over any other vendor*
- We have thoroughly examined the bid requirements, and our proposed prices cover all the materials (F.O.B. Waste Water Plant) that we have indicated we can provide; and*
- We acknowledge and accept all the terms and conditions included in the RFB.*

### **B. Evaluation of Criteria**

We acknowledge that the factors used by the City in evaluating the bids will include, but are not limited to, the following listed, in no particular order:

- Knowledge of proposed vertical turbine pumps and components
- References and any experience the City may have with the vendor
- City's knowledge about past projects supplied by the vendor
- Proposed cost of vertical turbine pumps and components

### **C. Vendor Certification**

The successful vendor will be required to submit to the City a federal W-9 form (request for taxpayer information). Firms already established with the City as a vendor may have this requirement waived.

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail address \_\_\_\_\_

The contact name must be the person/persons authorized to represent the vendor regarding all matters related to the proposal. The letter must be signed by the individual authorized to represent the vendor.

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Bidder's Signature