

Madison Metropolitan Sewerage District



**REQUEST FOR BIDS
FOR
OIL RECYCLING AND WASTE SERVICES
2025-2027**

Madison, Wisconsin

November 2024



**Advertisement for Bids: Non-Construction
Oil Recycling and Waste Services 2025-2027**

Advertised starting Wednesday, November 20, 2024, for a minimum of two consecutive weeks using VendorNet.

Specifications are available by visiting the district website at: <https://www.madsewer.org/contracting-center>

The Madison Metropolitan Sewerage District requests bids for Oil Recycling and Waste Services 2025-2027. Bid documents are linked below. Sealed bids will be accepted until 11:00 am CST, on Wednesday, December 18, 2024, at the district office, 1610 Moorland Road, Madison, Wisconsin 53713. At this time and place all bids will be publicly opened and read aloud. Any questions should be directed to Erik Rehr at 608-709-1833 or erikr@madsewer.org.

Bids shall be addressed to the Madison Metropolitan Sewerage District, Attn., Erik Rehr, and should be clearly marked "Oil Recycling and Waste Services 2025-2027".

Only formal written addenda can materially alter the specifications. No verbal statement made by a district employee or anyone else is binding nor shall such a statement be considered an official part of this public proposal. All bid responses and their contents will be public record.

Unless otherwise specified in the bidding documents, the prospective bidders should check our internet site for any addendum 72 hours before the scheduled bid deadline.

The district is federal and state tax exempt. The district reserves the right to reject any or all proposals or to waive any technicality and accept any proposal which may, in its opinion, be advantageous to the district.

Any questions may be directed to:

Erik Rehr, PE
Maintenance and Reliability Manager
Madison Metropolitan Sewerage District
1610 Moorland Rd
Madison, WI 53713
608-709-1833
erikr@madsewer.org

Published by authority of the commissioners of the Madison Metropolitan Sewerage District. By Bradley J. Murphy, Secretary

Bid Documents

REQUEST FOR BID
MADISON METROPOLITAN SEWERAGE DISTRICT
OIL RECYCLING AND WASTE SERVICES 2025-2027

The Madison Metropolitan Sewerage District (MMSD) requests a bid for the work associated with Oil Recycling and Waste Services 2025-2027. Bids will be accepted at the office of the District, 1610 Moorland Road, Madison, WI, 53713, until 11:00 am CST on Wednesday, December 18, 2024. The term of this contract will be in effect for a three-year period beginning on or around January 1, 2025, and terminating on December 31, 2027.

For more information contact Erik Rehr at 608-709-1833 or erikr@madsewer.org.

Qualifications

All bidders must be qualified for this specific work. Before proposals will be accepted for the work contemplated herein, MMSD may conduct such investigation as is necessary to determine the performance record and ability of the Bidders to perform the work specified in the Bidding Documents.

Scope of Work

Contractor agrees to supply all containers and equipment to remove recycled oil and associated waste at designated durations from the Nine Springs Treatment Plant at 1610 Moorland Road, Madison, WI, 53713.

Contractor shall follow State of Wisconsin guidelines pertaining to the disposal of these waste materials as outlined in 2009 Wisconsin Act 86.

Equipment and Service Specifications

1. Shop 2 parts washer: Clean and refill with 15 gallons of solvent every 16 Weeks.
2. Maintenance Facility parts washer: Clean and refill with 20 gallons of solvent every 8 Weeks
3. Metrogro parts washer: Clean and refill with 15 gallons of solvent every 16 Weeks.
4. Disposal of sorbent materials: Estimated at fifty (50) 55-gallon drums per year.
5. Recycling of crushed waste oil filters: Estimated at two (2) 55-gallon drums per year.
6. Recycling of used oil dri/absorbent (kitty litter): Estimated at two (2) 55-gallon drums per year.
7. Disposal of waste oil: Estimated at 2,500 gallons per year. Oil must be pumped from bulk containers located at multiple locations.

Contractor's Insurance

The Contractor shall not commence work under this Contract until all insurance required hereunder has been obtained and such insurance certification has been reviewed by the Owner. The Contractor shall not allow any Subcontractor to commence work on his

Subcontract until certification for all similar insurance required for that portion of the Work has been reviewed by the Owner. Review of the insurance certification by the Owner shall not relieve or decrease the liability of the Contractor hereunder. The insurance certification shall name as Additional Insureds the Madison Metropolitan Sewerage District.

The Contractor shall obtain, pay for, and maintain during the life of this Contract such Worker's Compensation and Employer's Liability, Comprehensive General Liability, Business Automobile Liability, and Umbrella Liability Insurance to protect the Contractor performing work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as for claims for property damage which may arise from operations under this Contract whether such operations be by himself or any Subcontractor, or by anyone directly or indirectly employed by either of them, on the forms, and with limits not less than set forth below:

a) General Liability

- Comprehensive general liability coverage shall include, but not be limited to, Products and Completed Operations, Independent Contractors, Contractual Liability, Broad Form Property Damage, Personal Injury, Premises and Operations, and Explosion, Collapse and Underground.
- General aggregate limit shall be at least \$2,000,000. Policy shall be endorsed such that this full limit is reserved specifically for the named Madison Metropolitan Sewerage District project.
- Products-Completed Operations Aggregate limit shall be at least \$2,000,000.
- Each Occurrence limit shall be at least \$1,000,000.

b) Automobile Liability

- Auto liability policy shall cover all autos, whether owned, non-owned, or hired.
- Bodily injury and property damage limits shall be at least \$1,000,000 each, or
- Combined single limit shall be at least \$1,000,000.

c) Excess Liability Umbrella Form

- Umbrella limits shall be at least \$2,000,000 aggregate/\$2,000,000 each occurrence.

d) Worker's Compensation and Employer's Liability

- Worker's Compensation limits shall be in accordance with all applicable state and federal statutes.
- Employer's Liability limits shall be at least \$100,000 each accident, \$500,000 disease policy limit, and \$100,000 disease-each employee.

Equal Employment Opportunity Requirements

In connection with the performance of work for this project and under the related contract, the Proposer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, national origin, sexual orientation, gender identity, or other status protected by law. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Bid Requirements

All bids shall be submitted on the forms provided herein and shall be addressed to the Madison Metropolitan Sewerage District, 1610 Moorland Road, Madison, Wisconsin 53713, Attn: Mr. Erik Rehr, and shall be marked "Oil Recycling and Waste Services 2025-2027". Bid form can also be submitted as an email attachment.

Bids shall include a list of recyclable materials accepted in each type of container.

Bids shall include all labor, materials, equipment, tools, containers, upkeep of containers, utilities, permits/fees and all other services or items necessary to perform and complete the work in a professional manner.

Bids shall include any set up or removal fees and rental fees.

Bid prices must be firm and include all transportation, delivery, pumping and insurance costs and any other costs associated with this service.

MMSD does not guarantee it will purchase the estimated quantities. The actual may be more or less depending on actual usage of sorbent, oil dri, and filters. Bids that require a minimum annual expenditure will be rejected.

Basis of Award

Bid will be awarded on lowest total contract price for the three-year term.

Terms

The District reserves the right to reject any or all proposals or to waive any irregularities in any proposal or to accept any proposal which will be in the best interests of the District.

Within twenty (20) calendar days after the opening of bids, the Owner will accept one of the bids or will act as stated herein. The acceptance of the bid will be by written Notice of Award, mailed or delivered to the office designated in the bid.

Before award of any Contract can be approved, MMSD shall be satisfied that the bidder involved maintains a permanent place of business, has adequate plant and equipment to do the work properly and expeditiously, has a suitable financial status to meet obligations incident to the work, has appropriate technical experience, and has a satisfactory performance record. The award, if made, will be made to the lowest, qualified, responsive, responsible bidder.

Contract letting is subject to the provisions of Section 66.0901, Wisconsin Statutes.

Contract Cancellation

This Contract may be terminated by either party under the following conditions:

1. MMSD may terminate the contract at any time at its sole discretion by delivering 30-days written notice to the Contractor.
2. If the problem is service performance, Contractor will be warned either verbally or in writing of unsatisfactory performance and intent to cancel this contract. Contractor will be given a period of time to 'cure' the performance. If the performance does not improve, Contractor will be given 30- days written notice that the contract will be cancelled.
3. In the event the Contractor terminates the contract, for any reason whatsoever, it will require written certified letter notification delivered to the MMSD Procurement Agent not less than 120-days prior to said termination.

BID FORM
MADISON METROPOLITAN SEWERAGE DISTRICT
OIL RECYCLING AND WASTE SERVICES 2025-2027

Name of Bidder _____

Address _____

Telephone No. _____ email _____

Contact Person _____

Bids to be received until the time and date stated in Request for Bid.

TO: MADISON METROPOLITAN SEWERAGE DISTRICT
1610 MOORLAND ROAD
MADISON, WI 53713
ATTN: ERIK REHR
“OIL RECYCLING AND WASTE SERVICES 2025-2027”

The undersigned Bidder declares that he/she has carefully inspected the site of the work and examined the Request for Bid and plans and hereby proposes to provide all labor, materials, equipment, tools, power, utilities, transportation, and all other services or items necessary to perform and complete, in a workmanlike manner, **Oil Recycling and Waste Services 2025-2027** for the Madison Metropolitan Sewerage District at the price for said work as follows:

1. Attach: A list of recyclable materials accepted in each type of container.
2. Complete the bid table below taking the following into account:
 - A. Bids shall include all labor, materials, equipment, tools, containers, upkeep of containers, utilities, transportation, permits/fees and all other services or items necessary to perform and complete the work in a professional manner.
 - B. Bids shall include any set up or removal fees and rental fees.
 - C. Bid prices must be firm and include all transportation, delivery, pumping and insurance costs and any other costs associated with this service.
 - D. MMSD does not guarantee it will purchase the estimated quantities. The actual may be more or less depending on actual usage of sorbent, oil dri, and filters. Bids that require a minimum annual expenditure will be rejected.
3. Bid will be awarded on lowest total contract price for the three-year term.

Bid Table	Year		
	2025	2026	2027
Shop 2 Parts Washer: Clean and refill with 15 gallons of solvent every 16 Weeks.			
Maintenance Facility Parts Washer: Clean and refill with 20 gallons of solvent every 8 Weeks			
Metrogro Parts Washer: Clean and refill with 15 gallons of solvent every 16 Weeks.			
Disposal of Sorbent Materials: Estimated at fifty (50) 55-gallon drums per year.			
Recycling of crushed waste oil filters: Estimated at two (2) 55-gallon drums per year.			
Recycling of used oil dri/absorbent type (kitty litter): Estimated at two (2) 55-gallon drums per year.			
Disposal of waste oil: Estimated at 2,500 gallons per year.			
Total Contract Price			

Signature: _____ Date: _____

Printed Name: _____

Title: _____

**CONTRACT FOR
OIL RECYCLING AND WASTE SERVICES 2025-2027
MADISON METROPOLITAN SEWERAGE DISTRICT**

THIS CONTRACT, made this _____ day of _____, 20____
between _____

hereinafter called the CONTRACTOR, and the Madison Metropolitan Sewerage District,
hereinafter called the OWNER or the District.

WITNESSETH: That the Contractor and the Owner for the consideration stated herein agree as follows:

ARTICLE I, SCOPE OF WORK:

The contractor shall provide and furnish all labor, materials, equipment, tools, power, utilities, transportation, and all other items and services necessary to perform and complete in a workman like manner the **Oil Recycling and Waste Services 2025-2027**, for the Madison Metropolitan Sewerage District, all in accordance with the Contract Documents herein mentioned, including any and all Addenda prepared by the Madison Metropolitan Sewerage District, which Contract Documents are made a part of this Contract; and the contractor shall do all other things required of the Contractor by said Contract Documents.

ARTICLE II, CONTRACT PRICE:

The Owner shall pay to the contractor for the performance of this Contract in U.S. dollars, the amount of _____ Dollars and _____ Cents, (_____), the said amount being computed from the Contractor's prices stated in the Proposal. Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the Contract Documents.

ARTICLE III, CONTRACT DOCUMENTS:

This Contract consists of the following Contract Documents, all of which are as fully a part of this Contract as if herein set out verbatim, or if not attached, as if hereto attached.

1. Addenda No. ___ to ___ inclusive
2. Advertisement
3. Request for Proposal
4. Contractor's Proposal
5. This Instrument

In the event that any provision in any of the above component parts of this Contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in three (3) original counterparts this day and year first above written.

(Contractor's Seal)

(Contractor)

Attest _____

By _____

Title _____

Title _____

(Owner's Seal)

Madison Metropolitan Sewerage District
(Owner)

Attest _____

By _____

Title _____

Title _____