

REQUEST FOR PROPOSAL
MADISON METROPOLITAN SEWERAGE DISTRICT
2025 ANNUAL BOILER PREVENTATIVE MAINTENANCE SERVICES

The Madison Metropolitan Sewerage District (The District) wishes to procure hot water and steam boiler preventative maintenance services under an annual contract. Interested contractors must submit complete bids. Bids will be received until 1 p.m. local time on February 4, 2025.

Location

Nine Springs Wastewater Treatment Plant, 1610 Moorland Rd, Madison, Wisconsin.

Scope/Background

MMSD currently utilizes hot water boilers for process heat and building heat, and steam boilers for sludge heating. In total, MMSD has 9 hot water boilers and 4 steam boilers. The boilers are fueled with digester gas from our sludge digestion process, natural gas, or a combination of both. On an annual basis, MMSD requires each boiler to undergo preventative maintenance activities including cleaning and inspection. Award of these preventive maintenance activities will result in a contract term of ten (10) months, with an option to extend the contract for up to two (2) periods of twelve (12) months each with mutual consent of both parties.

Submittal of Formal Proposal

All proposals must be made on the forms provided herein and should be addressed to the Madison Metropolitan Sewerage District, Mr. Erik Rehr, 1610 Moorland Road, Madison, WI 53713, and should be marked "Sealed Proposal: 2025 Annual Boiler Preventative Maintenance Services". Proposals will be received until 1 p.m. local time on February 4, 2025. Submittals must include the following information.

Failure to provide this information may result in the rejection of the bid.

- A. Proposed schedule to complete the preventative maintenance services.
- B. Material Safety Data Sheet for any chemicals or materials used.
- C. Material warranty/guarantee

Proposals are requested in terms of a lump sum bid.

This project is exempt from State of Wisconsin sales and use taxes in accordance with Wisconsin Administrative Rule Tax 11.11 pursuant to Section 77.54(26) of the Wisconsin Statutes.

The bidders are required to carefully review all the Contract Documents and to inform themselves of the conditions under which the work is to be performed. The bidder, if awarded the Contract, shall not be allowed any extra compensation by reason of their failure to have fully informed himself prior to the bidding of any matter or thing which such bidder might have fully informed him.

If the bidder is in doubt as to the true meaning of any part of the Contract Documents, the bidder may submit to the District a written request for an interpretation thereof. Any

interpretation of the Contract Documents will be made only by an addendum duly issued.

A bidder may withdraw their proposal, providing such a written request is in the hands of the District by the time set for opening proposals. When such a proposal is reached, it will be returned unopened to the bidder. No proposal shall be withdrawn after the opening of proposals for a period of thirty (30) calendar days after the scheduled time of receiving proposals without the consent of the District.

Specific Alterations:

Only formal written addenda can materially alter the specifications. No verbal statement made by a MMSD employee or anyone else is binding nor shall such a statement be considered an official part of this public bid proposal.

Method of Award:

MMSD intends to award the bid to the lowest responsive Bidder based on the final estimated TOTAL price.

Quantities:

Bid quantity to include the following:

1. Trip charges and mileage outside of local work area. Contractor will not be awarded any additional trip charges for cleaning or preventative maintenance services.
2. All consumable materials used during the service. Examples include but are not limited to wash coat, gaskets and spray glue.

Qualified Bidder:

Qualified bidder is required to be a State of Wisconsin Certified Inspector capable of performing and documenting the fireside cleaning and inspections. The bidder is responsible for coordination with the state inspector to schedule inspections when needed. MMSD reserves the right to reject any bid where the Bidder cannot satisfy MMSD as to their ability to perform.

Contract Award & Term:

Contract will be awarded March 1, 2025, to start on March 1, 2025 and run through December 31, 2025. Contract term will be ten (10) months, with an option to extend the contract for up to two (2) periods of twelve (12) months each with mutual consent of both parties.

Price Changes:

Price changes may be proposed by either party no later than ninety (90) days prior to contract extension must be supported with documentation. Should price change not be acceptable to both parties, the contract will not be extended. Prices may only change at the time of extension.

Conduct of Work and Use of Site

Contractor must conduct work in manner that will not hinder District personnel's access. The Contractor is responsible for determining the suitability of access points to the site. These access routes and any proposed storage areas must be approved by MMSD before beginning work.

The Contractor shall conform to all local, state, and federal regulations including those set forth by OSHA, RCRA and the EPA and any other applicable authorities.

Typical allowable working hours are 7 am to 3:30 pm.

Any damage done by the Contractor to any property shall be repaired to a condition equal to or better than what existed prior to the damage. Any damage repairs shall be considered as incidental to the Contract.

Upon acceptance of the installed work and testing, the Contractor shall restore the project area affected by the operations to a condition at least equal to that existing prior to the work. Clean up includes, but is not limited to removing rubbish, debris, dirt, equipment and excess material from the site. The Contractor shall clean adjacent surfaces soiled by and during the course of work.

Work Sequence and Scheduling

Scheduling of individual boiler preventative maintenance services must be approved by MMSD prior to work commencing. General sequencing guidelines which MMSD is able to accommodate are as follows:

1. Fulton Steam Boilers: One weeks' notice is required before servicing a Fulton steam boiler. A maximum of two steam boilers may be out of service at one time.
2. Cleaver Brooks Boilers: One weeks' notice is required before servicing a Cleaver Brooks boiler. A maximum of one boiler may be out of service at one time.
3. Unilux Boilers: One weeks' notice is required before servicing a Unilux boiler. A maximum of one boiler may be out of service at one time.
4. Bryan Boilers: Service must occur following fall startup. No advanced notice is required to perform maintenance on the Bryan boilers. Two boilers must remain in service at all times.

The detailed proposed work sequence shall be delivered to MMSD in writing no less than one week before work is to begin.

Quality Assurance

District representatives and the District's inspector shall have access to the site and the work at a reasonable times for their observation, inspection, and testing. Contractor shall provide proper and safe conditions for such access and advise them of Contractor's site safety procedures and programs so that they may comply therewith as applicable. The interpretation of this shall mean, but not be limited to mean, that the Contractor shall provide the District's staff with access and proper safety equipment at appropriate times to preform inspection and testing.

Safety

The contractor agrees to perform all work under this contract in accordance with local, state, and federal safety regulations. The Contractor is specifically notified that wastewater treatment plants, pumping stations and sewer systems contain confined space work areas which may be susceptible to accumulation of hazardous gases or depletion of oxygen levels.

Handling of hazardous materials, machinery operations, worker protection, and control of airborne dust and fumes shall comply with all applicable facility, local, state, and federal health and safety regulations.

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 their 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 Bidder 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.

Purchase Order Issuance

A purchase order for the 10-month contract will be issued to the selected Contractor following acceptance of the successful bid.

Billing Procedure

After individual boiler service completion, the Contractor shall invoice MMSD at the contract price per boiler of said type, which shall include all costs associated with completing the preventative maintenance services detailed for each boiler. Payment to the Contractor will be made within thirty (30) days of the invoice date.

Warranty/Guarantee:

The Contractor shall furnish a warrantee/guarantee as part of the proposal. As a minimum, the Contractor shall warrant all services for a period of 1 year from date of acceptance.

Subcontract:

The Bidder shall not subcontract any work without first obtaining the written consent of MMSD.

Additional Work Determined Through Preventative Maintenance and Inspection Services:

If during the preventative maintenance and inspection services, additional work is deemed necessary beyond what is included in this contract or parts are found to be failed the maintenance supervisor or lead technician shall be notified, and the staff will decide what purchasing process will be used based on the district procurement code to pay for the needed repair parts and installation. The district intends to handle these repair costs as a separate transaction not included in this preventative maintenance contract. Award of these additional services is not guaranteed to the preventative maintenance contract winner.

Technical Specifications and Requirements

Fulton Steam Boilers:

Specifications

- A. Manufacturer: Fulton
- B. Model: FBS-150
- C. Equipment ID No.:
 - a. B0095907
 - b. B0095908
 - c. B0095909
 - d. B0095912

Quantity: 4 Boilers

Required Services

- A. **Spring Fireside Cleaning:** Open unit, clean flues including machine brushing and vacuuming of tubes, tube sheet and breeching. Washcoat all brickwork with high temperature refractory coating. Seal and close fireside. Install new gaskets on inspection ports.
- B. **Waterside Cleaning:** Drain, open and flush entire waterside of boiler. Clean float chambers, water columns and all level probes. Replace all site glasses and site glass gaskets. Prepare boiler for insurance inspection. Install new gaskets on inspection ports and close boiler. Fill unit and warm to prevent damage.
- C. **Fall Burner/Boiler Checkout:** Remove, check, and clean burner components. Start unit, check combustion and make necessary adjustments. Check operation of all controls. Combustion efficiency testing to be conducted in 10% increments both up and down from 0% to 100% load.

Incidents & Damages:

- A. The Contractor will be responsible for equipment and labor costs due to any repairs caused by negligence or errors on their part.

Technical Specifications and Requirements

Cleaver Brooks Hot Water Boilers:

Specifications

- A. Manufacturer: Cleaver Brooks
- B. Model: CB200X-125
- C. Equipment ID No.:
 - a. L-70180
 - b. L-70181
 - c. L-70182

Quantity: 3 Boilers

Required Services

- A. **Spring Fireside Cleaning:** Open unit, clean flues including machine brushing and vacuuming of tubes, tube sheet and breeching. Washcoat all brickwork with high temperature refractory coating. Seal and close fireside. Install new gaskets on inspection ports.
- B. **Fall Burner/Boiler Checkout:** Remove, check, and clean burner components. Start unit, check combustion and make necessary adjustments. Check operation of all controls. Combustion efficiency testing to be conducted with four data points both up and down from 0% to 100% load, preferably in 25% increments.

Incidents & Damages:

- A. The Contractor will be responsible for equipment and labor costs due to any repairs caused by negligence or errors on their part.

Technical Specifications and Requirements

Unilux Hot Water Boilers:

Specifications

- A. Manufacturer: Unilux
- B. Model: ZF1000W
- C. Equipment ID No.:
 - a. B0080770
 - b. B0080771
 - c. B0080772

Quantity: 3 Boilers

Required Services

- A. **Spring Fireside Cleaning:** Open unit, clean flues including tube sheet and breeching. Washcoat all brickwork with high temperature refractory coating. Seal and close fireside. Install new gaskets on inspection ports.
- B. **Fall Burner/Boiler Checkout:** Remove, check, and clean burner components. Start unit, check combustion and make necessary adjustments. Check operation of all controls. Combustion efficiency testing to be conducted with four data points both up and down from 0% to 100% load, preferably in 25% increments.

Incidents & Damages:

- A. The Contractor will be responsible for equipment and labor costs due to any repairs caused by negligence or errors on their part.

Technical Specifications and Requirements

Bryan Hot Water Boilers:

Specifications

- A. Manufacturer: Bryan
- B. Model: L20-W-FDGG (Boilers 1 and 2)
Model: L24-W-FDG (Boiler 3)
- C. Equipment ID No.:
 - a. B0034838
 - b. B0034839
 - c. B0034853

Quantity: 3 Boilers

Required Services

- A. **Fall Burner/Boiler Checkout:** Remove, check, and clean burner components. Start unit, check combustion and make necessary adjustments. Check operation of all controls. Combustion efficiency testing to be conducted with four data points both up and down from 0% to 100% load, preferably in 25% increments. Service to be completed in the fall following boiler start up.

Incidents & Damages:

- A. The Contractor will be responsible for equipment and labor costs due to any repairs caused by negligence or errors on their part.

**PROPOSAL FOR
MADISON METROPOLITAN SEWERAGE DISTRICT
2025 ANNUAL BOILER PREVENTATIVE MAINTENANCE SERVICES**

NOTE: Use Black Ink Or Typewriter For Completing This Bid Form

PROJECT: Annual Boiler Preventative Maintenance Services

THIS BID IS SUBMITTED TO: Madison Metropolitan Sewerage District
1610 Moorland Road
Madison, Wisconsin 53713

- 1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
- 2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Request for Proposals. This Bid will remain subject to acceptance for the period of time specified in the Advertisement for Bids after the day of Bid opening. Bidder will sign and submit the Agreement with other documents required by the Request for Proposals within 10 days after the date of Owner's Notice of Award.
- 3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:
 - (a) Bidder has examined copies of all the Bidding Documents and of the following Addenda, receipt of all which is hereby acknowledged:

<u>Addenda Number</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

- (b) Bidder has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
- (c) Bidder has given the District written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder.

(d) The District is tax exempt; no sales taxes shall be included in the proposal prices.

4. Bidder will complete the Work for the following prices:

Item and Description

1. To perform annual preventative maintenance and inspection services for four (4) Fulton steam boilers, and all other associated work for

4 boilers at \$_____/boiler Extended amount \$_____

2. To perform annual preventative maintenance and inspection services for three (3) Cleaver Brooks hot water boilers, and all other associated work for

3 boilers at \$_____/boiler Extended amount \$_____

3. To perform annual preventative maintenance and inspection services for three (3) Unilux hot water boilers, and all other associated work for

3 boilers at \$_____/boiler Extended amount \$_____

4. To perform annual preventative maintenance and inspection services for three (3) Bryan hot water boilers, and all other associated work for

3 boilers at \$_____/boiler Extended amount \$_____

TOTAL (Bid Items 1-4) \$_____

(Contractor's Seal) Signature: _____

Printed Name of Signer: _____

Title: _____

5. Communications concerning this Bid shall be addressed to:

Name: _____

Company Name: _____

Address: _____

Telephone No.: _____

8. The terms used in this Bid, which are defined in the Request for Proposals as part of the Contract Documents, have the meanings assigned to them in the Request for Proposals.

SUBMITTED ON _____, 20____