



Village of Howard City  
125 Shaw Street\*P.O. Box 510\*Howard City\*MI\*49329  
p: (231) 937-4311 \* f: (231) 937-6643 \* Voice/TTY: (844) 578-6563  
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February 20, 2025

## **REQUEST FOR PROPOSALS VILLAGE LAGOON SLUDGE REMOVAL**

### **Sealed Bids Now Accepted for Sludge Removal for the Howard City Wastewater Treatment Facility**

The Village of Howard City is currently accepting sealed bids for the extraction of sludge from Polishing Pond #3 at the Villages Wastewater Treatment Facility, located at 834 N. Muenscher Street. Proposals must be physically received by the Village no later than **11:00 a.m. on Friday, April 18, 2025. Emailed or faxed bids will not be accepted.** All proposals should be addressed as follows:

**Village of Howard City**  
PO Box 510  
Howard City, MI 49329  
**Re: [Vendor Name]**  
**Proposal for Lagoon Sludge Removal**  
**Attention: Mike Falcon, Manager**

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### **Project Description**

The scope of the project includes the removal of sludge from Village Polishing Pond #3 located at 834 N. Muenscher Street, Howard City, Michigan 49329. The pond has an approximate usable storage capacity of **8.7 MG**. The last sludge depth study, conducted in 2022, revealed that the pond is nearing its maximum allowable sludge depth of two feet, with an estimated **1.7 MG** of sludge present.

The pond dimensions are approximately **300 feet wide by 400 feet long**, with a **15-foot wide service drive** along three sides. Please note that there is no on-site fire hydrant, and tankers will need to fill from a hydrant on the Village's south side. The ponds are lined with black rubber.

The lagoons discharge into **Tamarack Creek** twice a year, from **April through June** and **September through December**. Sludge removal must occur in coordination with the

discharge cycles.

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## **Summary of Requirements**

The Contractor must:

1. Provide biosolid pumping, hauling, and land application or disposal of biosolids per gallon.
  2. Perform metals and nutrients testing of the pond.
  3. Conduct fecal coliform testing of the pond.
  4. Perform PFOS testing of the pond.
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## **Right to Reject**

The Village of Howard City reserves the right to reject any or all proposals, waive minor irregularities in any proposal, negotiate with qualified sources, or cancel this request in total or in part. The Village shall not be responsible for any costs incurred by proposers in the preparation and submission of proposals, nor in the selection process.

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## **Damage Liability**

The successful vendor will be held responsible for any damage to the premises (such as the liner, service drives, etc.) caused by the vendor's personnel or equipment during the sludge removal process.

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## **Insurance Requirements**

The selected vendor must procure and maintain satisfactory public liability and casualty insurance at the vendor's expense, to adequately protect both the vendor's personnel and the Village against damages for bodily injury or death that may arise from operations under this contract, whether carried out by the vendor, subcontractor, or anyone employed by the vendor.

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## **Vendor Responsibility**

Unless otherwise stipulated, the vendor shall provide and pay for all materials, labor, tools, equipment, transportation, and other necessary facilities for the performance and completion of the work.

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## **Proposal Submittal**

Proposals must include the following:

1. **Detailed cost breakdown** for sludge removal services.
2. **Detailed cost breakdown** for any recovery services that may be required.
3. **Cost estimate** for mobilization and fuel surcharges.

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## **Selection Process**

The Village of Howard City will review the submitted proposals and will contact the top candidate directly. Once a final candidate is selected, a formal contract between the Village and the Contractor will be established.

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## **Anticipated RFP Schedule**

The Village reserves the right to modify any part of the following schedule:

- **RFP available to vendors:** February 24, 2025
- **Proposals due: 11:00 A.M. on April 18, 2025**
- **Select candidate:** April 22, 2025

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## **Disclosure of Contacts**

All information provided in the RFP will be held in confidence and will not be revealed or discussed with competitors until the deadline for submission has passed. As per Section 13(1)(i) of the Michigan Freedom of Information Act, as amended, MCL 15.243(1)(i), public bodies may exempt bid or proposal information from disclosure until the deadline for submissions has expired.

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## **RFP Questions**

For any questions regarding this RFP, please submit them by email to **David Ducat**, DPW Supervisor, at [dpwsupervisor@howardcity.org](mailto:dpwsupervisor@howardcity.org) by **4:30 p.m. EST on April 17, 2025**.