



Village of Howard City
125 Shaw Street*P.O. Box 510*Howard City*MI*49329
p: (231) 937-4311 * f: (231) 937-6643
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www.howardcity.org

04/29/2024

Request for Proposal

The Village of Howard City has issued this “Request for Proposal” (RFP) to solicit qualified vendors for a proposal to provide vacuum and cleaning of 4 (4) lift stations in the Village of Howard City.

Purpose: The purpose of this RFP is to ultimately select the services of a professional organization to clean and vacuum 4 lift stations in the Village of Howard City.

Scope: Proposals are requested for lift station cleaning and vacuuming services:

1. Vac 4 lift stations
2. Wash down 4 lift stations
3. Village will provide personnel to stop and start lift stations before and after cleaning.
4. Dump site will be provided by the Village.

*Additional Requirement: A cleaning/wash wand of at least 20' is required, as two (2) lift station locations are over 30' deep.

Proposal: Proposals submitted shall contain the following:

1. Detailed cost breakdown for complete Washing & Vacuuming of four (4) lift stations.
2. All work to be completed by August 15, 2024

Proposals are due no later than May 17, 2024 at 11 a.m.

Proposals can be submitted in person or by mail to: Village of Howard City, 125 Shaw Street (PO box 510), Howard City, MI, 49329

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

The following is an **ANTICIPATED** schedule for the RFP process. The Village reserves the right to modify any or all parts of this schedule.


- RFP available to Vendors: April 29, 2024
- Proposals Due By: 11:00 A.M. May 17 2024

- Proposal Review By: May 20, 2024
- Select Candidate By: May 21, 2024

Disclosure of Contents: The Village retains the right to accept or reject any or all bids. 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 of proposals has expired. Pursuant to Section 13(1)(j) of the Michigan Freedom of Information Act, as amended, MCL 15.243(1)(j), provides that a public body may exempt from disclosure as a public record [a] bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of the bids or proposals, or if a public opening is not conducted, until the deadline for submission of bids or proposals has expired.

Questions: If you have any questions or comments regarding this proposal, please feel free to contact me at mfalcon@howardcity.org or via telephone at (231) 937-4311.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Falcon". The signature is written in a cursive style with a large, looping initial "M".

Michael Falcon
Village Manager