



**City of La Pine
Request for Quotes – Septic Tank Pumping Services**

City of La Pine (“City”) is soliciting quotes from qualified contractors with wastewater maintenance experience to provide certain septic tank pumping services for and on behalf of City. City owns and operates a Septic Tank Effluent Gravity (“STEG”) wastewater collection system and places a high importance on the maintenance of septic tanks. This Request for Quotes (“RFQ”) is being issued pursuant to a pilot program that will focus on approximately 150,000 gallons of septage from septic tanks within City’s wastewater collection system.

Septage Services

The selected contractor will be required to provide septic tank pumping services for a combination of septic tanks equaling approximately 150,000 gallons of septage (the “Services”). Disposal of septage from the septic tanks will be provided at no cost at City’s Wastewater Treatment Facility septage receiving station.

The Services will be completed on or before December 7, 2018.

Quote

A contractor interested in performing the Services must submit a signed and dated written quote to City containing the following information:

1. Contractor’s name, address, contact information, and the name of the primary contact in reference to the proposal.
2. Brief information concerning the contractor (e.g., background, size, types of services provided, and experience).
3. Identification of the fee the contractor desires to receive for the performance of the Services. Contractor’s proposed quote must provide the cost per gallon and total cost per tank to pump the following size tanks: 1,000 gallons; 2,000 gallons; and 3,000 gallons. The quote will be in substantially the following format:

*1,000 - gallon tank @ \$____/gallon = \$____/per tank
2,000 - gallon tank @ \$____/gallon = \$____/per tank
3,000 - gallon tank @ \$____/gallon = \$____/per tank*

Minimum Requirements

The contractor must possess a valid DEQ license, City of La Pine business license, and water

equipment on the contractor's maintenance vehicle for filter/wash down purposes. In addition, the contractor will be required to maintain the following minimum levels of insurance:

1. Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to City, including personal injury liability, products and completed operations, and contractual liability coverage for the indemnity provided under the contract with City. The insurance will have a combined single limit of not less than \$1,000,000, and an aggregate limit of not less than \$2,000,000. The insurance will name City and its officers, agents, and employees as additional insureds.

2. Automobile Liability Insurance with limits of not less than \$500,000 combined single limit or split limits of \$250,000 per person, \$500,000 per occurrence and \$250,000 property damage. The insurance will name City and its officers, agents, and employees as additional insureds.

3. Unless exempt, the contractor will have workers' compensation insurance satisfying the requirements of applicable Oregon law. Workers' compensation coverage will contain a waiver of subrogation in favor of City.

Submission

To be considered, please submit your quote to Jake Obrist, Public Works Manager, via email at jobrist@lapineoregon.gov, by mail at PO Box 2460, La Pine, Oregon 97739, or by hand delivery at City Hall, 16345 Sixth Street, La Pine, Oregon 97739. Please mark clearly on the outside of your proposal "Septic Tank Services."

Quotes must be received by City on or before 4:00 p.m. on Wednesday, September 15, 2018. Quotes received after the deadline date/time may not be considered. City reserves the right to reject any and all quotes, cancel this RFQ, and/or waive all formalities if in City's best interests. Contractors responding to this solicitation do so at their sole cost and expense. City is not responsible for expenses associated with the preparation of any quotes.

Any contract award will be made to the contractor whose quote will serve City's best interests, taking into account price and various other considerations, including, without limitation, availability, experience, capability, and expertise. City will enter into a professional services contract with the selected contractor concerning the Services. The contract will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to City. Without otherwise limiting the generality of the immediately preceding sentence, the contract will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

Please contact Jake Obrist via email (provided above) or telephone (541) 536-1432 if you have any questions regarding this solicitation.