



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.r

Title:

Recommendation to Award Request for Proposal for Liquid Sludge Dewatering

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: April 23, 2018

Proposed Cost: \$40,000

Budgeted Amount: \$40,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City of St. Charles requested proposals for Liquid Sludge Dewatering at our Westside treatment facility. The work included to have sludge dewatered and trucked to our sludge storage pad which is onsite at the Westside Treatment Plant. This will take place on two separate events; the first event will typically take place in May of 2018 and the second will typically take place in the fall of 2018. Estimated gallons will be in the range from 250,000 to 300,000 each time. All work will be contracted on a per gallon basis.

The City received only one proposal for Liquid Sludge Dewatering on April 2, 2018. Currently there are only two firms in Northern Illinois that offer this service. Both firms were sent the request for proposals. Stewarts Spreading Inc. was the only submittal; they have been the City's contractor for these services for the last three years.

The unit cost provided in the proposal of \$0.06 per gallon is the same unit cost paid by the City for the last three years. The Wastewater Division spends approximately \$40,000 annually on sludge dewatering at the Westside wastewater plant.

Attachments *(please list):*

* Stewarts Spreading Proposal

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award Unit Cost proposal to Stewarts Spreading Inc. for a one year period beginning May 1, 2018 through April 30, 2019 in the amount not to exceed \$40,000.



ST. CHARLES

S I N C E 1 8 3 4

2 East Main Street
St Charles, IL 60174
630-377-4463

REQUEST FOR PROPOSALS
LIQUID SLUDGE DEWATERING 2018

City of St. Charles Liquid Sludge Dewatering 2018

General Info-

The City of St. Charles is requesting proposals for dewatering sludge at our westside treatment facility. The City is requesting to have sludge dewatered and trucked to our sludge storage pad which is onsite. This will also consist on average two separate events. The first event will typically take place in May of 2018 and the second will typically take place in the fall of 2018. Estimated gallons will be in the range from 250,000 to 300,000 each time. The City reserves the right to add additional events at same unit prices provided in the proposal.

Proposals for design for dewatering services, as described in the accompanying technical scope, shall be received by, **3:00 pm on Monday, April 02, 2018** at the City of St. Charles Public Works Department, 200 Devereaux Way, St. Charles, IL 60174, and Attention: Mike Burnett-Environmental Services Division Manager.

Any questions shall be submitted to Mike Burnett via phone or e-mail to the following e-mail:

Office - 630-443-3925

Email - mburnett@stcharlesil.gov

City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be e-mailed to all registered Contractors.

Scope of Work -

I. Operations

- a. Mobilization of equipment and personnel to our westside treatment facility
- b. Provide a 1.5 meter belt press, necessary quantities of polymer, dump truck and all other necessary items
- c. Provide necessary personnel and expertise to dewater liquid sludge with minimum release of suspended solids in the filtrate
- d. Contractor to provide all licensing, safety certifications and insurance to complete the work. A Certificate of Insurance naming the City of Saint Charles as additional insured shall be provided prior to the job beginning
- e. Invoicing shall be based off of belt press flow meter readings and tank measurements .

II. City Obligations

- a. Provide 480 volt 3 –phase power with a 100 amp power source within 100’ of the staging area
- b. Provide a 60 PSI / 60 GPM water source within 100’ of the staging area
- c. Provide a minimum of 250,000 gallons of liquid sludge to be dewatered.
- d. Provide liquid sludge that is free of rocks or other debris that could damage the dewatering equipment or make the dewatered sludge unsuitable for land application

City of St. Charles Liquid Sludge Dewatering 2018

ESTIMATE OF FEES:

WAGE RATES

Kane County Prevailing Wages shall be used for all work under the contract.

SCHEDULE FOR RATES

Each bidder is to provide pricing on a cost per gallon rate. The attached "Proposal Form" will serve as a pricing agreement between the Contractor and the City. Prices will be firm from May 1, 2018 until April 30, 2019.

The fee for this work has been established as a cost per gallon rate, based on actual gallons dewatered. No additional rates or charges will be accepted by the city.

Daily Operations – As determined by the contractor with coordination of City operations staff.

Additional Clarifications – Award Criteria

All proposals received in accordance with this request will be evaluated based on the criteria established by the City which may include but not be limited to price, quality, experience of the vender, responsiveness of the vender, adaptability of equipment for the specific intended use and conformity to bid specification. Because the units required are unknown, prices will be factored utilizing a quantity of one (1) of each unit. The City reserves the right to reject any and or all proposals for any reason, whether or not the proposal is lowest and to waive any irregularities or technicalities in any proposal. The contract, if awarded, will be awarded to the contractor whose proposal is determined to be in the best interest of the City. Once delivered, all proposals are irrevocable for a period of 60 days from the deadline.

Submittal of Proposal:

Submittals can either be mail, hand delivered or Emailed to:

Mike Burnett
Environmental Services
Division Manager
City of St. Charles
2 E. Main St. St. Charles Illinois, 60174

Proposals must be submitted on or before: 3:00 pm - Monday, April 02, 2018

Questions concern this request for proposals should be directed to:

Mike Burnett- at 630-443-3925 or email at: mburnett@stcharlesil.gov

City of St. Charles Liquid Sludge Dewatering 2018

PROPOSAL FORM

The undersigned proposes to furnish City of St. Charles, Public Works Department Environmental Service, 2 East Main Street, St. Charles, IL 60174, (**City of St Charles Liquid Sludge Dewatering**). (If not submitting proposals please indicate below.)

PRICE OF SPECIFIED:

Description	Unit	Standard Rate
1.5 meter belt press	Per gallon	\$0.06 (Six Cents)

Proposal Signature: _____



State of Illinois

County of LaSalle)

Michelle L. Stewart - President,
(Type Name of Signee)

being first duly sworn on oath deposes and says that the Vendor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Vendor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Vendor authorizes the City of St. Charles to verify references of business and credit at its option.

Signature of Vendor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: March 26, 2018

Stewart Spreading, Inc
Organization Name

(Seal - If Corporation)

By: _____
Authorized Signature



3870 N. Route 71

City of St. Charles Liquid Sludge Dewatering 2018

Address

815-695-5667

Telephone

Subscribed and sworn to before me this 27th day of March, 2018.

Billie M Marko
Notary Public

In the State of IL.

My Commission Expires: 5/9/2020



(Complete Applicable Paragraph Below)

(a) **Corporation**

The Vendor is a corporation, which operates under the legal name of

Stewart Spreading, Inc. and is organized and existing

under the laws of the State of **Illinois**.

The full names of its Officers are:

President **Michelle L. Stewart**

Secretary **Michelle L. Stewart**

Treasurer **John C. Stewart**

The corporation does have a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) **Partnership**

Name, Signature and Addresses of all Partners

City of St. Charles Liquid Sludge Dewatering 2018

The partnership does business under the legal name of

_____, which name is registered with

the office of _____ in the county of

_____.

(c) **Sole Proprietor**

The Vendor is a Sole Proprietor whose full name is

_____. If the Vendor is operating under

a trade name, said trade name is _____,

which name is registered with the office of _____

in the county of _____.

Signed: _____

Sole Proprietor

II

CONTRACTOR'S CERTIFICATION
(PROPOSAL)

Stewart Spreading, Inc., as part of its proposal on a contract for
(name of contractor)

2018 Liquid Sludge Dewatering to the City of St. Charles , hereby
(general description of item(s) proposal on)

certifies that said contractor is not barred from proposing on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the St. Charles City Code relating to "Proposing Requirements".

By: Michelle Stewart
(Authorized Agent of Contractor)

Subscribed and sworn to
before me this 27th day of
March, 2018.

Billie M Marko
Notary Public



City of St. Charles Liquid Sludge Dewatering 2018

III
CONTRACTOR'S CERTIFICATION
(PROPOSAL)

Stewart Spreading Inc., as part of its proposal on a contract for
(name of contractor)

2018 Liquid Sludge Dewatering to the City of St. Charles, hereby
(general description of item(s) proposal on)

certifies that said contractor is in compliance with House Bill 3337 which creates a Drug Free
Workplace Act for Illinois with an effective date of January 1, 1992.

By: Michelle Stewart
(Authorized Agent of Contractor)

Subscribed and sworn to
before me this 27th day of
March, 2018.

Billie M Marko
Notary Public



IV

TAX COMPLIANCE AFFIDAVIT

Michelle L. Stewart, being first duly sworn, deposes and

says: that he/she is **President & Secretary** of
(partner, officer, owner, etc.)

Stewart Spreading Inc.
(contractor)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from contracting with the City of St. Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Michelle L Stewart

(Name of Vendor if the Vendor is an Individual)
(Name of Partner if the Vendor is a Partnership)
(Name of Officer if the Vendor is a Corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to this 27th day of March, 2018.

Billie M Marko
Notary Public



City of St. Charles Liquid Sludge Dewatering 2018

V

NO PROPOSAL EXPLANATION

If your firm does not wish to propose on the attached specifications, please return this proposal along with any comments you may have that prevented your firm from submitting a proposal.

Thank you.

Proposal: City of St. Charles Liquid Sludge Dewatering 2018

Comments:

Signed: _____

Email: _____

Phone: _____