

**VILLAGE OF SPARTA
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR PROPOSAL

SERVICES(S) AND OR ITEM(S) REQUIRED:

Replace the well-discharge piping in well houses 2 and 3.

NOTICE:

Proposals for service will be received electronically until March 11, 2026, at 12 pm and shall be submitted via email to the Director of Public Works.

After evaluation and review, proposals may be presented to the Village Council for contract award as required.

HOW TO SUBMIT A PROPOSAL:

Proposals must be submitted via email by the deadline.

- Email Submission: Proposals shall be sent to bill@spartami.org with the “Well house 2 & 3 discharge piping rebuild RFP”.

Email Submission Requirements:

- Email attachments must not exceed 10 MB in size.
- All documents must be submitted in PDF format.

PURPOSE OF PROPOSAL:

The Village of Sparta intends to secure the service(s) defined by considering (but not limited to) the lowest price, terms of the warranty, and prompt and convenient service by the supplier to the Village. Any failure by the supplier or contractor to comply with the following conditions and specifications shall constitute grounds for termination of the contract. The Village reserves the right to award the contract to the supplier whose service meets the specifications, terms, and conditions. The Village Council considers the bid in the Village’s best interest.

VILLAGE OF SPARTA

DEPARTMENT OF PUBLIC WORKS

GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION

1. SUBMISSION AND RECEIPT OF BIDS:
 - a. Proposals must be received before the specified deadline. Submissions must be considered on time.
 - b. Use the proposal form furnished by the Village.
 - c. Ensure all corrections or changes are initialed, and proposals are signed in ink.
2. SPECIAL CONDITIONS: Special conditions in the Bid Document shall precede any provisions.
3. WORKERS' COMPENSATION: Insofar as Workers' Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates as evidence that the bidder carries workers' compensation Insurance.
4. WARRANTIES FOR USAGE: Whenever a proposal seeks a supply source for a specified period for materials or services, the quantities or usage shown are estimates ONLY. These quantities are for the bidder's information ONLY. They will be used for tabulating and presenting the proposal, and the Village reserves the right to increase or decrease amounts as required. No guarantee or warranty is given or implied by the Village regarding the total amount that may or may not be purchased from any resulting contracts.
5. DELIVERY: Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, quoted prices will be based on delivery to the Bid Document destination and will include all delivery and packing charges.
6. SPECIFICATIONS: Unless otherwise stated by the bidder, the proposal will be considered in strict accordance with the specifications outlined in the Bid Document.
7. VARIATIONS TO SPECIFICATIONS: For evaluation purposes, the bidder MUST indicate any variances from our specifications, terms, and conditions, no matter how slight. If the proposal does not specify variations, the product or service will be assumed to fully comply with our specifications, terms, and conditions.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the Village's requirements. They should not be construed as excluding proposals on other types of materials, equipment, and supplies. However, if awarded a contract, the bidder must furnish the specific item specified in the specifications or description, unless a departure or substitution is noted and described in the proposal.
8. SAMPLES: Samples, when requested, shall be filed before the opening of bids and must be furnished free of expense to the Village and, if not destroyed, will, upon request, be returned at the bidder's expense.
9. PRICES TO BE FIRM: By submitting the proposal, the bidder warrants that the price, terms, and conditions quoted in the request will be eligible for acceptance for sixty (60) days from the date of the proposal opening unless otherwise stated by the Village or the Bidder.

VILLAGE OF SPARTA DEPARTMENT OF PUBLIC WORKS

10. **DEFAULT PROVISION:** If the bidder or contractor defaults, the Village of Sparta may procure the services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred.
11. **PRICING/ UNIT PRICES:** Prices should be stated in units of the quantity specified in the bidding specifications. In the event of a discrepancy in the bid amount calculation, the quoted UNIT PRICE will govern.
12. **PRICE CHANGES DURING CONTRACTS (when applicable):** Consideration will be given to awarding bids for yearly contracts.
13. **SAFETY STANDARDS:** The bidder warrants that its employees' work conditions will comply with the Occupational Safety and Health Act of 1970 standards, amendments, and applicable regulations. Failure to comply with this condition will be considered a breach of contract.
14. **TAXES:** The Village of Sparta is generally exempt from the State and Federal Government's taxes. This exemption is not extended to contractors for the Village of Sparta.
15. **FAILURE TO QUOTE:** If you do not quote, please return the quotation sheet, state the reason, and request that your name be retained on our mailing list; otherwise, your name may be removed from our proposal mailing list.
16. **SIGNATURE REQUIRED:** All quotations and proposals MUST be signed with the firm name and by an officer or employee having the authority to bind the company or firm by his signature
17. **SIGNED PROPOSAL CONSIDERED AN OFFER:** This signed proposal shall be considered an offer by the bidder or contractor, which shall be deemed acceptable upon approval by the Village Council of the Village of Sparta. In the event of a default by the bidder or contractor after such acceptance, the Village of Sparta may take such action as it deems appropriate, including legal action for damages or for specific performance.
18. **LIABILITY, INSURANCE, LICENSES, and PERMITS:** Where bidders are required to enter or go onto Village of Sparta property to deliver materials or perform work or services as a result of a bid award, the bidder will assume the whole duty, obligation, and expense of obtaining all necessary licenses, permits, and insurance when required. The bidder shall be liable for any damages or loss to the Village occasioned by the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid. A general liability policy in the amount of the successful contractor will provide \$ 1,000,000. The policy shall name the Village of Sparta as an additional insured.
19. **INFRINGEMENTS AND INDEMNIFICATIONS:** The Bidder, if awarded an order or contract, agrees to protect, defend, and save the Village harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. They further agree to indemnify and save the Village harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by any party or parties by or from any acts of the contractor, their servants, or agents.

**VILLAGE OF SPARTA
DEPARTMENT OF PUBLIC WORKS**

To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the Village whenever such insurance is deemed necessary. When required, the types and amounts of insurance will be outlined in the Bid Document.

- 20. RESERVATIONS FOR REJECTION AND AWARD: The Village of Sparta reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities, to accept variances to the terms of the specifications or the general conditions, or to request re-bidding on the required materials. The Village also reserves the right to award the contract on material it deems best serves its interests. The Village will award the contract to the bidder whose bid is determined to be in the Village's best interests, considering (but not limited to) the following factors: lowest price, warranty terms, and prompt and convenient service to the Village. It further reserves the right to award the contract on a split order basis, lump sum, individual item basis, or such combination as shall best serve the Village's interest unless otherwise stated. The Village also reserves the right to waive deviations from specifications (as interpreted by appropriate Village personnel).

- 21. CHANGES AND ADDENDUM TO BID DOCUMENTS: Each change or addendum issued concerning this bid document will be on file in the DPW Office of the Village of Sparta and posted on the Village website. All such modifications or additions shall become part of the contract and bind all bidders. The bidder's responsibility is to inquire about any issued changes or addenda. Information on all changes or addenda issued will be available at the Village Hall and website.

- 22. CONTRACT: Bidders MUST enter into a formal agreement with the Village of Sparta for contractual services.

- 23. REFERENCES: Please list three (3) references wherein your company has provided this type of service for the Village of Sparta. Failure to list references may result in your company's disqualification.

NAME	COMPANY	NUMBER

NOTE

Previous experience and performance may be a factor in making the award.

**VILLAGE OF SPARTA
DEPARTMENT OF PUBLIC WORKS**

24. Proposal Timeline and Schedule

ACTIVITY	ANTICIPATED DATE
RFP Release Date	2/11/2026
Proposal Submission Deadline	3/11/2026
Bid Opening Date	3/11/2026
Contract Award	3/16/2026

25. HOW TO SUBMIT PROPOSALS

Email Submission Only

- Email proposals to: bill@spartami.org
- Subject line: “Well house 2 & 3 discharge piping rebuild RFP.”
- Proposals shall be submitted in PDF format
- Email attachments shall not exceed 10 MB

Late proposals will not be accepted.

VILLAGE OF SPARTA

DEPARTMENT OF PUBLIC WORKS

Technical Specifications – Rebuild Discharge Piping (Wellhouses #2 and #3)

1. Scope of Work

A. Provide all labor, materials, equipment, and incidentals to remove and replace the well discharge piping/header from the pump discharge spool to the building discharge connection, including valves, check valve, fittings, air release/air-vac components (where present), supports, hardware, and coatings.

B. Work includes, at a minimum:

- Demolition and disposal of identified discharge piping sections and appurtenances.
- New discharge piping assemblies (Wellhouse #2 and Wellhouse #3) generally matching the existing layout and connection points.
- Replacement of leaking/nonfunctional valves and air/vac components noted in inspection results.
- Restoration of disturbed surfaces and provision of start-up assistance.

C. Field verify all dimensions, elevations, and flange drilling prior to fabrication. Dimensions shown in the photos are provided for reference only and reflect the existing condition.

2. Submittals

A. Submit for approval:

1. Catalog cuts for pipe, fittings, valves, check valve, air release/air-vac valve, flange adaptors/couplings (if any), gaskets, bolting.
2. Coating/lining product data and application instructions.
3. Fabrication drawings (spool drawings) showing face-to-face dimensions, flange drilling, orientation, and support locations.
4. Testing plan and start-up plan.

3. Materials

3.1 Piping and Fittings

A. Ductile Iron Pipe (DIP): Thickness Class 53 minimum (or Pressure Class 350 minimum), sized to match existing (nominal sizes shown in photos).

B. Fittings: Ductile iron fittings, AWWA C110 or C153, pressure rated minimum 250 psi.

C. Flanges: ANSI/ASME B16.1 Class 125 drilled unless existing equipment/building flange requires other drilling (field verify).

D. Lining (wetted surfaces): Cement-mortar lining in accordance with AWWA C104, or NSF 61 approved epoxy lining suitable for potable water contact.

VILLAGE OF SPARTA

DEPARTMENT OF PUBLIC WORKS

3.2 Valves

- A. Resilient-Wedge Gate Valves (6"): AWWA C509 or C515, non-rising stem, flanged ends, minimum 250 psi rating. Provide a handwheel for each valve
- B. Check Valve (6"): AWWA C508 swing check, flanged ends, minimum 250 psi rating.

3.3 Air Release / Air-Vac (Wellhouse #3)

- A. Provide new 1" air release/air-vac valve assembly, including isolation valve and fittings.
- B. Air/vac valve shall be rated a minimum of 150 psi and suitable for potable water service.

3.4 Gaskets and Bolting

- A. Gaskets: Full-face EPDM (recommended) or nitrile, potable water service, compatible with disinfectants.
- B. Bolting: Stainless steel (304/316) bolts, nuts, and washers for all flanged joints in the wellhouse; anti-seize on threads.

4. Wellhouse-Specific Requirements (Assemblies)

4.1 Wellhouse #2 – Discharge Header

- A. Replace the discharge piping section and appurtenances shown in the Well #2 photo, including (minimum):
 - (1) 6" check valve
 - (2) 6" gate valves (as shown)
 - (1) 1" air release assembly
 - 6" flange adaptor
 - 6" discharge to the outside. The existing adaptors on the outside can be reused.
 - Spools/fittings to match existing centerline and connections (existing photo shows an overall run reference of ~106 3/8").

4.2 Wellhouse #3 – Discharge Header

- A. Replace the discharge piping section and appurtenances shown in the Well #3 photo, including (minimum):
 - (2) 6" gate valves
 - (1) 6" check valve
 - (1) 8" x 6" flange adaptor
 - (1) 1" air release assembly
 - 6" discharge to the outside. The existing adaptors on the outside can be reused.
 - Spools/fittings to match existing connections (existing photo shows a run reference of ~60.25").

VILLAGE OF SPARTA

DEPARTMENT OF PUBLIC WORKS

5. Execution

5.1 Coordination, Shutdowns, and Bypass

A. Coordinate shutdown/outage with the Village. Provide a detailed outage plan, including an estimated duration of downtime.

5.2 Demolition

A. Isolate, depressurize, drain, and make safe.

B. Remove existing piping/valves/fittings identified for replacement. Protect pump discharge, meter, and building penetrations from damage.

C. All removed piping, valves, and appurtenances shall become the property of the Contractor and shall be disposed of in accordance with applicable regulations unless otherwise directed by the Village

5.3 Installation

A. Install piping true to line/grade, square, and plumb. Maintain existing centerline elevations unless otherwise directed.

B. Install valves with stems vertical where practical and handwheels accessible.

C. Provide dismantling joints/couplings only if needed to facilitate future maintenance (subject to Village approval).

D. Tighten bolting using a star pattern and torque values per gasket manufacturer.

5.4 Coatings

A. Touch up all field cuts, bolts, and damaged coatings.

B. Provide a continuous finish coat system suitable for high humidity and splash conditions in wellhouses.

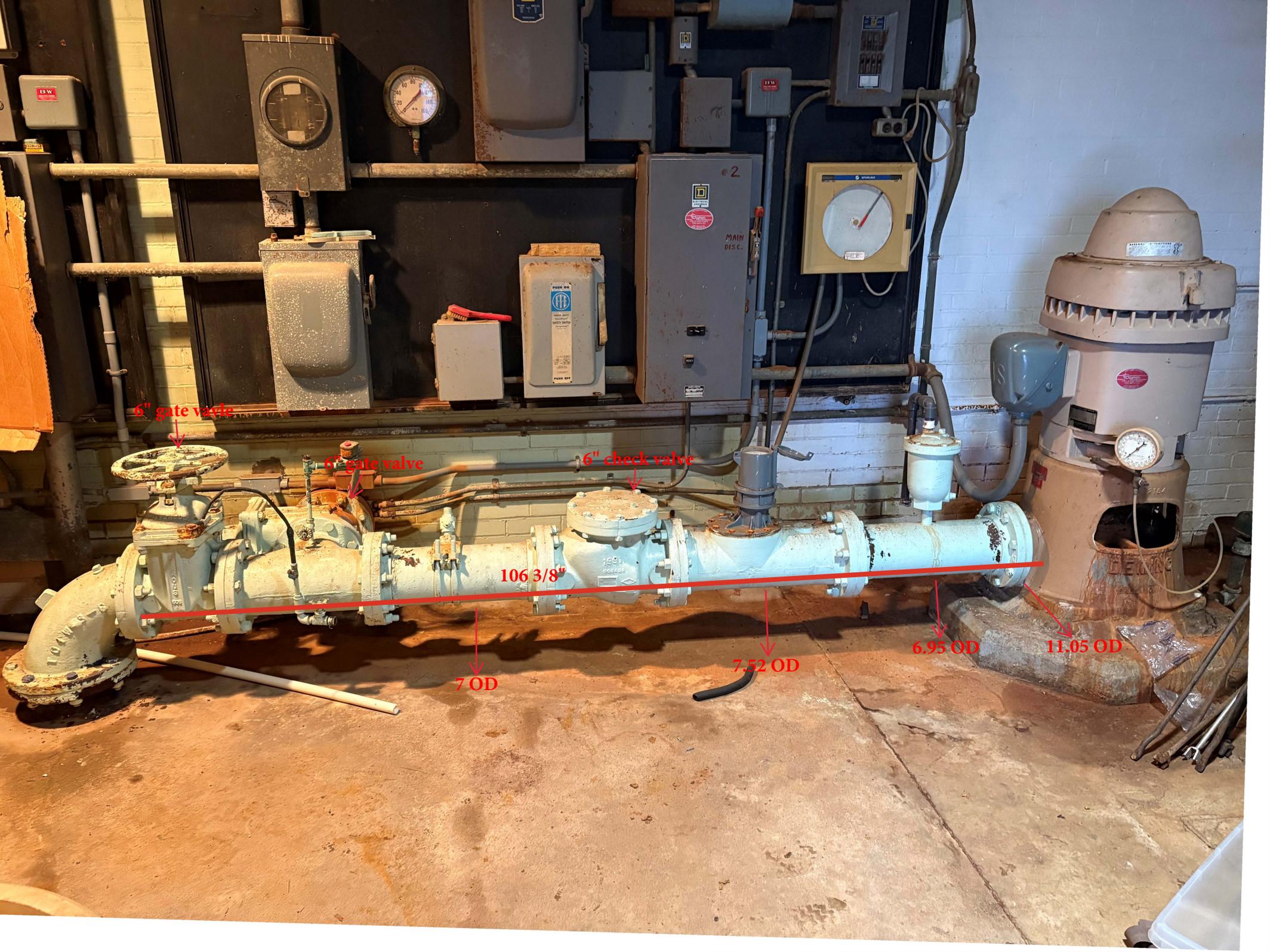
6. Testing, Disinfection, and Startup

A. Hydrostatic Pressure Test: Test the replaced discharge piping assembly to 150 psi minimum or 1.5× normal operating pressure (whichever is greater), hold 2 hours with no visible leakage and no pressure loss beyond gauge accuracy (Village to witness).

B. Flush and Disinfect: Perform flushing and disinfection procedures consistent with AWWA C651 principles for potable water components.

C. Operational Test: Start the well, verify:

- Proper check valve operation (no slam / no backspin indication)
- Gate valve operation (open/close smoothly)
- Air/vac operation (no continuous venting/leakage)
- No leaks at flanges and appurtenances



6" gate valve

6" gate valve

6" check valve

106 3/8"

7" OD

7.52 OD

6.95 OD

11.05 OD



8 x 8 x 6 tee

(2) 6" gate valve

1" air release

6" check valve

60.25"

8 x 6 flange adaptor



DEMING
MACHINE CO.



**VILLAGE OF SPARTA
DEPARTMENT OF PUBLIC WORKS**

The proposal must be submitted on this form.

PROPOSAL FORM

Section 1. ARTICLE(S) and SERVICE

Having carefully examined the bid specifications contained herein, having carefully read the "REQUEST FOR PROPOSAL, GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION: The Bidder proposes to provide the specified material(s), article(s), good(s), and service(s) at the prices listed in this proposal subject to all instructions, conditions, specifications and all attachments hereto.

Section 2. Variances

Section 3. Proposal

The proposal shall contain a completed price schedule and all information requested within this Request for Proposals, including any project variances. The contract will be awarded based on the criteria listed in the specifications, the variances, and the results of the completed price schedule.

Section 4. Bidder Certification

The bidder certifies that the proposal is correct and complete and that all information given or furnished is accurate, complete, and submitted as intended. The bidder waives any right to refuse to execute the contract if awarded to him and to be relieved of any obligation arising from any errors, mistakes, or omissions, subject to the right to withdraw the proposal.

In submitting this Bid, Bidder represents, as outlined in the agreement, that:

- a. The bidder has examined and carefully studied the Bidding Documents and the following Addenda, receipt of all of which is at this moment acknowledged:

Addendum Number

Addendum Date

**VILLAGE OF SPARTA
DEPARTMENT OF PUBLIC WORKS**

The complete specifications and warranty information for the services requested above are attached. All changes to the specifications are also attached. All Federal and State taxes have been deducted, and all prices reflect the NET PRICE.

(Bidder's Company Name)

(Bidder's Telephone Number)

(Bidder's Mailing Address)

(Bidder's E-mail Address)

(Bidder's Signature)

(Print Bidder's Name)