

Request for Bids (RFB)

Village of Alden

Well Cleaning and Maintenance Services – Well Site #3

Issue Date: August 20, 2026

Bid Submission Deadline: September 16, 2026, at 11:00 AM

1. Introduction

The Village of Alden is requesting sealed Bids from qualified contractors to perform well cleaning and maintenance services at **Well Site #3**.

The well consists of a vertical turbine well pump **6-inch diameter steel casing with an approximate depth of 38 feet**. The selected contractor shall furnish all labor, equipment, materials, supervision, and incidentals necessary to complete the work described in this Request for Bids (RFB).

The project includes mobilization, pump removal, well rehabilitation, inspection, chemical treatment, field pump evaluation, reinstallation, disinfection, testing, and all related work necessary to restore the well to optimal operating condition.

2. Scope of Work

The selected contractor shall complete, at a minimum, the following tasks:

1. Mobilize all personnel, equipment, and materials necessary to complete the project.
2. Remove the existing well pump and associated equipment.
3. Deliver the pump to an authorized electric motor service facility for complete disassembly and inspection. The service facility shall provide a written inspection report and repair quotation to the Village of Alden. **No repairs shall be performed without prior written authorization from the Village.** (Alternate 1 Bid)
4. Perform a down-hole video inspection of the well casing and screen. Record:
 - Total well depth
 - Static water level
 - General condition of the casing and screen
 - Any observed defects or obstructions
5. Mechanically clean the well using brushing and air-surfing techniques.
6. Apply approved well rehabilitation chemicals by circulating the cleaning solution from the bottom of the borehole to the top of the well. Cleaning chemicals shall remain in the well overnight or as recommended by the manufacturer.
7. Redevelop the well utilizing surge block, airlift, and other accepted rehabilitation methods until the discharged water is clear and free of sediment. Redevelopment shall continue for a **minimum of three (3) days**, or longer if necessary to achieve satisfactory water clarity.
8. Perform a final down-hole camera inspection documenting the condition of the cleaned well.
9. Upon Village approval, complete any authorized pump repairs, return the pump to the site. (Alternate 3 Allowance)
10. Disinfect the well, pump, drop pipe, and all related equipment in accordance with applicable New York State Department of Health and industry standards.

11. Conduct operational testing of the pump in coordination with the Village of Alden Water Department to verify proper operation.
12. Provide the Village with a final written report including:
 - Before and after inspection findings
 - Video inspection results
 - Cleaning methods utilized
 - Chemicals used
 - Pump inspection report
 - Repairs performed
 - Operational test results
 - Recommendations for future maintenance

3. Bid Requirements

Each bid shall include the following:

- Company name, address, telephone number, and primary contact person.
- Detailed breakdown of all costs.
- Description of the contractor's experience performing similar work.
- At least three references for comparable municipal well rehabilitation projects.
- Estimated project schedule, including anticipated start and completion dates.
- Insurance- 1.) Workers Comp Certificate, With the Village of Alden Listed as Certificate Holder
2.) Disability Insurance Certificate with the Village of Alden Listed as Certificate Holder
3.) Liability Insurance with the Village of Alden listed as additional insured and the following minimum policy limits: \$1,000,000 per Occurrence, \$2,000,000 Aggregate.
- Copies of all required licenses and certifications.
- Description of equipment and rehabilitation methods to be utilized.

Base Bid

- The Base Bid shall include **pump removal, well rehabilitation, well cleaning, disinfection, testing, and all labor, equipment, materials, mobilization, and other costs necessary to complete the work described in the scope of work.**
- The bidder shall provide a **guaranteed, firm price** for the Base Bid.

Alternate 1 – Pump and Motor Inspection and Report

Alternate 1 shall include:

- Transportation of the pump and motor to an authorized pump/electric motor service company for complete disassembly and inspection.
- Complete inspection of the pump and motor.
- A written inspection report identifying the condition of the pump and motor and any recommended repairs or rehabilitation.
- Return of the pump and motor to the Village's well site.
- Reinstallation of the existing pump and motor.

- Testing of the pump following reinstallation.
- **Important:** Any pump or motor rehabilitation or repairs identified in the inspection report **shall not be included in the Alternate 1 price** and shall require separate authorization from the Village of Alden before any repair work is performed.
- The contractor shall provide the Village with a written, itemized quotation for any recommended pump or motor rehabilitation or repairs.

Alternate 2 – Furnish and Install New Pump (replaced in kind)

- The contractor shall provide an alternate price to furnish and install a new replacement pump.
- Alternate 2 shall include all labor, equipment, materials, removal of the existing pump, installation of the new pump, connections, testing, and all other work necessary for a complete and operational installation.
- The bidder shall identify the proposed pump manufacturer, model, horsepower, capacity, and applicable specifications with its bid.

Alternate 3 – Pump/Motor Rehabilitation Contingency Allowance

- If **Alternate 1 is selected**, the Village of Alden will establish a **\$7,000 contingency allowance** for authorized pump and/or motor rehabilitation or repairs identified through the inspection required under Alternate 1.
- **Alternate 3 Contingency Allowance: \$7,000.00**
- The \$7,000 contingency allowance is **not a guaranteed payment to the contractor**. It shall only be used for actual pump and/or motor rehabilitation or repairs that are approved in writing by the Village of Alden.
- The contractor shall submit an itemized quotation and receive written authorization from the Village before performing any work under this contingency allowance.
- Any unused portion of the \$7,000 allowance shall remain with the Village and shall not be paid to the contractor.
- If the cost of authorized repairs exceeds the \$7,000 contingency allowance, the contractor must obtain additional written authorization from the Village before performing work in excess of the allowance.

3. Bid Requirements

Bid shall include the following information:

- Company name, address, and contact information.
- A detailed breakdown of costs.
- **A guaranteed, firm Base Bid price.**

- **A separate price for Alternate 1 – Pump and Motor Inspection, Report, and Reinstallation.**
- **A separate price for Alternate 2 – Furnish and Install New Pump.**
- **Acknowledgment of the \$7,000 contingency allowance under Alternate 3, if Alternate 1 is selected.**
- Description of past experience in well cleaning, rehabilitation, and pump maintenance.
- Estimated project timeline.
- **A specific proposed start date and completion date.**
- Proof of insurance and necessary certifications.
- References from similar projects.

The Base Bid and all proposed alternate prices shall remain **firm and guaranteed** for a minimum of **90 days following the Bid submission deadline**.

4. Bid Submission

Bids shall be submitted by hard copy.

Sealed Bid Submission

Mail or deliver one signed bid to:

Village of Alden
Attn: Well #3 Cleaning
 13336 Broadway
 Alden, NY 14004

Bids must be received no later than **11:00 AM on September 16, 2026**.

Late bids will not be considered.

5. Evaluation Criteria

Bids will be evaluated based upon the following:

- Overall cost effectiveness
- Contractor qualifications and experience
- Technical approach and proposed rehabilitation methods
- Ability to meet the project schedule
- References from similar municipal projects
- Completeness of the bid

The Village reserves the right to request interviews or additional information from any proposer.

6. Questions and Clarification

Questions regarding this RFB shall be submitted in writing no later than **September 2, 2026**.

Questions shall be directed to:

Daniel Czelusta, Superintendent

DC1@villageofaldenny.gov

7. Terms and Conditions

- The Village of Alden reserves the right to accept or reject any or all bids.
- The Village reserves the right to waive informalities or irregularities in any bid.
- The selected contractor shall comply with all applicable federal, state, county, and local laws, regulations, and safety requirements.
- The contractor shall be responsible for all labor, equipment, permits, and disposal of waste materials generated during the project.
- No additional work shall be performed without prior written authorization from the Village.
- Payment for approved pump repairs shall be separate from the base bid unless otherwise authorized by the Village.
- Work shall be completed within the mutually agreed-upon schedule after issuance of a Notice to Proceed.
- The contractor shall protect Village property and restore any disturbed areas to their original condition.
- The successful bidder shall be required to enter into a written contract with the Village of Alden prior to commencing any work. The contract shall incorporate the requirements, specifications, pricing, and terms contained in this RFB and the successful bidder's bid.
- The successful bidder shall provide an executed Indemnification and Hold Harmless Agreement, in a form acceptable to the Village of Alden, prior to commencing any work. The contractor shall indemnify, defend, and hold harmless the Village of Alden, its officers, officials, employees, agents, and representatives from claims, damages, losses, liabilities, costs, and expenses arising out of or resulting from the contractor's work, operations, negligence, or acts or omissions, to the extent permitted by law.
- The successful bidder shall provide certificates of insurance and any other insurance documentation required by the Village prior to commencing work.
- No work shall begin until the written contract, required insurance documentation, and Indemnification and Hold Harmless Agreement have been reviewed and accepted by the Village of Alden.
- The selected contractor shall not assign or subcontract any portion of the work without prior written approval from the Village of Alden.
- The successful bidder shall provide a specific start date and completion date as part of its bid. The start and completion dates shall be agreed upon with the Village of Alden and incorporated into the written contract. The contractor shall complete the work within the agreed-upon timeframe unless an extension is approved in writing by the Village of Alden.
- The price submitted by the successful bidder shall be a guaranteed, firm price for all work included in the base scope of this RFB. No increase in the contract price shall be permitted due to increases in labor, materials, equipment, fuel, transportation, or other costs incurred by the contractor during the project.
- **The Base Bid and any selected alternate prices shall be firm and guaranteed. No additional charges shall be permitted for work included in the accepted Base Bid or selected alternates unless specifically authorized in writing by the Village.**

- **Any pump or motor rehabilitation or repairs identified under Alternate 1 shall be considered separate work and shall not be performed without prior written authorization from the Village.**
- **The \$7,000 contingency allowance under Alternate 3 shall only be available if Alternate 1 is selected. The allowance shall be used solely for authorized pump and/or motor rehabilitation or repairs. The allowance shall not constitute a guaranteed payment to the contractor, and any unused amount shall remain with the Village.**

Once the Village Board and Engineers reviews the Bids and award has been made, you will be contacted.

The Village of Alden appreciates your interest in this project and looks forward to receiving your bid.