



**NOTICE INVITING PROPOSALS  
FOR  
ON-CALL WATER AND WASTEWATER  
SERVICES  
IN THE CITY OF WILLIAMSBURG,  
KANSAS**

PUBLIC NOTICE IS HEREBY GIVEN that the City of Williamsburg, Kansas invites proposals for providing professional on-call water and wastewater services to be **received only by mail or hand delivery only**. Copies of the full Request for Proposals (RFP) are available at no cost from the City of Williamsburg's website at the following website address link:

<http://www.williamsburgks.us>

The Request for Proposal (RFP) schedule is as follows:

June 7, 2018	5:00 p.m.	Date RFP issued
June 29, 2018	5:00 p.m.	Deadline for requests for clarification and questions ( <b>Email Only</b> )
July 2, 2018	12:00 p.m.	Deadline for proposal submission. Any proposals received after this deadline will be considered to be non-responsive. Proposals shall be mailed or hand delivered in a sealed envelope with proper marking as specified in RFP.

Scope of Work:

The City seeks proposals from interested and qualified contractors to provide 24-hour, on-call emergency response for water and wastewater repair and or utility repair services. The contractor shall be capable of providing experienced, knowledgeable, and professional staff, who will be responsive and maintain a good working relationship with the residents, businesses, and City staff. The scope of work and proposal submission process is described in more detail in the Request for Proposal document.

Minimum Qualifications:

- Experienced within the field of water and wastewater repair and installation of said services.
- The contractor shall have the ability to obtain a \$2,000,000 insurance policy naming the City as an additional insured, in order to do work. In addition contractor must carry all necessary insurance and bond to conduct work in the City of Williamsburg.
- Reliable and understanding of city utility operations.

- The contractor must be available 24-hours a day, 7 days a week, and be able to respond on site within 2-hours for an emergency call out otherwise within reasonable time for minor repair.

Evaluation Criteria:

- Professional Qualifications
- Experience
- References
- Fee Schedule

Award of Contract:

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposal document. The City of Williamsburg, Kansas reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Vendor who has been delinquent or unfaithful in any former contract with the City of Williamsburg, Kansas and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the deadline for submission of proposals. The City may at its discretion select more than one contractor to provide services, if it is in the best interest of the City.

Point of Contact:

The City's primary contact for this Request for Proposals is Elston Horne, Public Maintenance Operator, and can be reached at (785) 746-5578, or by email at [cityofwburg@williamsburgks.us](mailto:cityofwburg@williamsburgks.us).

BY ORDER OF the City of Williamsburg, Kansas.

Dealy D. Sims  
City Clerk