REQUEST FOR PROPOSALS
for
Water Tower Maintenance & Painting

Issued By:

The City of Morris, Illinois
700 N. Division Street
Morris IL 60450

The City of Morris is requesting proposals and qualifications from professional engineering firms for the maintenance and painting of the Water Tower located at N. East Street & 3rd Avenue.

Contractor will deliver one (1) PDF of the RFP to the following email address:
sknudson@morrisil.org

Proposal Due Date and Time

2:00 p.m. Thursday, December 3, 2026

Proposals received after the above-mentioned date and time will be considered late and are not acceptable.

Any questions regarding this RFP contact Stan Knudson at (815) 585-7441

Thank you for your interest.

1. PURPOSE OF PROPOSAL

A. Scope of Services

The purpose of this Agreement provides the City of Morris (hereinafter called City) and the successful proposer (hereinafter called Company) with a mutually acceptable Agreement to assist in the preparation of contract documents, bidding, and construction services for the maintenance and painting of the Water Tower located at N. East Street & 3rd Avenue.

B. Structure of Tank and Tank Site Conditions

The Company is accepting this Tank to maintain pursuant to the requirements of this SOW1 based upon its existing structure and components as of the Effective Date (defined hereinafter). Any modifications to the Tank, including antenna installations, shall be approved by the Company, prior to installation and may warrant an increase in the Annual Fees. In addition, changes in the condition of the Tank Site and/or any adjoining properties (e.g., construction of a mall next to the Tank Site which significantly increases the risk of overspray claims, etc.) following the Effective Date, which cause an increase in the cost of the maintenance of the Tank, will be just cause for an equitable adjustment of the Annual Fees.

C. Company's Engagement and Responsibilities

This SOW1 outlines the Company's responsibility for the upfront renovation (hereinafter, the "Upfront Renovation") of the Tank and the care and maintenance of the Tank thereafter. The services (collectively, "the Services") that the Company will provide include the following:

a. The Tank shall receive an Upfront Renovation, which will include: exterior renovation and repairs prior to the end of Contract Year 1; interior wet renovation and interior dry renovation prior to the end of Contract Year 5.
b. The Company will annually inspect the Tank. The Tank will be inspected to ensure that the structure is in a sound, watertight condition.
    1. The Company will provide a written inspection report to the Owner following each inspection.
c. Every three years, after the Tank is drained by the Owner, the Company will clean the interior of the Tank and perform a condition assessment on the Tank (hereinafter "Washout Inspection"). During each Washout Inspection, the Tank will be cleaned to remove all mud, silt, and other accumulations from the interior of the Tank. After a Washout Inspection is completed, the interior of the Tank will be thoroughly inspected and disinfected prior to returning the Tank to service; however,
    1. The Owner is responsible for draining and filling the Tank and conducting

any required testing of the water before returning the Tank to service.

d. The Company shall provide the engineering and inspection services needed to maintain and repair the Tank during the term of this SOW1.
    1. The repairs include: the Tank's expansion joints, water level indicators, sway rod adjustments, vent screens, manhole covers/gaskets, and the Tank's other steel parts not otherwise excluded hereinafter.
e. The Company will clean and repaint the interior and/or exterior of the Tank at such time as complete repainting is needed. The need for interior painting of the Tank is to be determined by the thickness of the existing liner and its protective condition. Only materials approved for use in potable water tanks will be used on any interior surface area. The need for exterior painting of the Tank is to be determined by the appearance and protective condition of the existing paint. At the time that the exterior requires repainting, the Company agrees to paint the Tank with a coating that is the same color as the existing coating and to select a coating system which best suits the site conditions, environment, and general location of the Tank. When interior or exterior painting of the Tank is needed, all products and procedures as to coating systems will be equal to or exceed the requirements of the State of Illinois and the American Water Works Association's D102 standard in effect as of the Effective Date (defined hereinafter).
f. The Company will install a lock on the roof hatch of the Tank; however, the provision of such lock does not guarantee the Tank's security during the term of the SOW1. For the avoidance of doubt, security of the Tank and the site where the Tank is located (hereinafter, "Tank Site") are the responsibility of the Owner.
g. In the event of an emergency involving the Tank, the Owner shall provide written notice of such emergency to the Company via its email hotline at the following address: customerservice@usgwater.com. The Company will provide emergency services for the Tank, when needed, to perform all repairs covered under this SOW1. Reasonable travel time must be allowed for the repair unit to reach the Tank Site.
h. When the Tank is taken out of service, the Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the Tank is being serviced. The Owner assumes all risk and liability for the installation and use of the pressure relief valves.

D. Administration

The Agreement shall be entered into with the City and administered by the Director of Public Works or their designated representative.

E. Payment Terms

The Annual Fee for Contract Year 1, plus all applicable taxes, shall be due and

payable within ninety (90) days of the Owner's execution of the SOW1. Each subsequent Annual Fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year thereafter. If the Annual Fee, plus all applicable taxes, are not paid within ninety (90) days of the date of invoice, the Company may charge the Owner a late fee on unpaid balances and may also terminate or suspend Services under this SOW1 without notice. The late fee will be 1.5% per month.

F. Changes or Delays to Services

"Unreasonable Delay" shall mean the Owner's delay in releasing the Tank or making the Tank available to the Company for the performance of any of the Services described herein for a period of twenty-four (24) months following the Company's written request for release or access to the Tank. In the event of Unreasonable Delay, the Company reserves the right to recover its reasonable costs related to the Unreasonable Delay, and the Owner agrees to negotiate with the Company in good faith to determine the amount of its reasonable costs caused by such Unreasonable Delay. Furthermore, the Owner hereby agrees that the Company can replace a Washout Inspection of the Tank with a visual inspection, remotely operated vehicle inspection ("ROV Inspection"), or unmanned aerial vehicle inspection ("UAV Inspection") without requiring the modification of this SOW1.

2. LENGTH OF AGREEMENT

A. This SOW1 is an annual contract that shall automatically renew on an annual basis for successive Contract Years so long as: (i) the Owner pays each Annual Fee to the Company in accordance with the terms herein and (ii) does not terminate the SOW1 pursuant to the terms of this Section. This SOW1 is subject to termination by the Owner only at the end of the then-current Contract Year if written notice of intent to terminate is received by the Company at least ninety (90) days prior to the first day of the upcoming Contract Year.

B. This Agreement may be terminated for cause, including failure to perform in accordance with any section of this Agreement. In the event of a failure to perform, the City will provide written notice, which will be delivered by registered mail to the Company at the address referenced on the Proposal form.

3. INSURANCE/LIABILITY/CLAIMS

A. Indemnification

The Company shall indemnify and hold harmless the City, its officers and employees, from all damages, claims, suits and actions of any description, for or resulting from injuries or damages received or sustained by any party or parties, arising out of any act, of said company, or his agents, in the execution of work under the contract.

B. Insurance

Insurance shall be in such form as will protect the Company from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under the contract whether such operation by themselves or by anyone directly or indirectly employed by them.

a. Prior to entering into a contractual agreement, the company shall furnish certificates of the following insurance to the City of Morris, Public Works Department:
   1. Workers' Compensation
   2. Public Liability in the amount of $2,000,000 per person. $500,000 per accident and property damage in the amount of $300,000 per accident. All such liability insurance shall apply to liability assured under these specifications.

b. The insurance certification shall be on file with the Public Works Department prior to any work being performed. Failure to maintain insurance during this contract period will result in contract forfeiture and will not be paid any Seasonal Minimum Compensation Amount.

c. All certificates of insurance required herein shall state that thirty (30) days written notice will be given to the City before the policy is canceled or changed. All certificates of insurance shall be delivered to the City prior to the time that any operations under this Contract are started.

d. All insurance (Worker's Compensation, Comprehensive General Liability, and/or Automobile) shall be maintained at the expense of the company during the term of this contract.

4. AGREEMENT APPROVAL

A. Selection

The City reserves the right to retain the services of the Company who, in the opinion of the City, can best provide the services requested under this Agreement including availability and condition of equipment, competency of operators, and previous experience.

5. NEGOTIATION

After evaluating proposals, the City may enter into negotiations with one Company or multiple Companies. The primary purpose of negotiations is to maximize the City's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one Company or multiple Companies. Negotiations will be structured to safeguard information and ensure that all proposers are treated fairly.

6. SUBMITTAL REQUIREMENTS

Qualified Companies interested in performing the work described in this request for proposals should submit a minimum of the following information to the City.

A. Cover Letter
B. Narrative to include the following:
    a. The firms specialized experience and technical competence with similar projects. Provide a minimum of three (3) examples and include references.
    b. Professional qualifications of personnel expected to be assigned to the project along with a work chart identifying responsibilities.
    c. Documented history of completing similar projects on schedule and budget.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

PROPOSAL OF: _____

Firm Name (Please Print)

AUTHORIZED SIGNATURE: _____

_____

Print Name

ADDRESS: _____

Address

_____

City State Zip

_____

Telephone