



HIGHWAY DIVISION

ENGINEERING SECTION

REQUEST FOR QUOTES

Elkhart County Highway Engineering is requesting quotes for the following project:

Structure Cleaning 2017

PROJECT DESCRIPTION

This project consists of removing sediment and debris from catch basins and storm inlets. The basins/inlets to be cleaned are all located in York, Middlebury, and Concord townships. There are 400 basins/inlets to be cleaned in this project.

ANTICIPATED TIMELINE

A. Due date of quotes:	6/12/17
B. Anticipated date of contractor selection:	6/19/17
C. Anticipated Notice to Proceed:	6/26/17
D. Anticipated project completion:	11/01/17

QUOTE REQUIREMENTS

Quotes must be received in a sealed envelope by **9:00 am**, at the County Commissioners office.

Envelopes should be marked as:

Quote for: **Structure Cleaning 2017**
Attn: Board of Commissioners
Elkhart County Highway Department
117 North Second Street
Goshen, IN 46526

Received quotes should contain the following:

- The contractor's name should either appear as the return address on the envelope or be otherwise marked on the outside of the envelope.
- The name, email address, phone number, and fax number of the contractor's designated contact person.
- Completed itemized price quote forms, as provided by the County.
- A single lump sum price to complete the project. If a discrepancy exists between the sum of the itemized price quotes and the quoted lump sum price, the lump sum price shall be considered the quote.
- The contractor's expected schedule for starting and completing this project. This information may influence the selection of the winning quote for time sensitive projects.

GENERAL NOTES

The cost of items necessary for successful completion of this project that do not appear on the itemized price quote form shall be incorporated into the cost of other items.

Cleaning forms listing structure locations can be found at: <http://elkcohw.dreamhosters.com/bids/> and when completed must be returned to Elkhart County Highway Department. The structure cleaning will be verified before payment can be made. Payment for completed and inspected structures can be invoiced monthly.

The selected contractor is expected to provide proof of insurance before commencement of work.

If you have any questions regarding this project, please contact me at your convenience at 574-534-9394.

Best Regards,

Ryan Clussman

Structure Cleaning Program 2017

Elkhart County

Quote Form – Include with quote

The approximate quantities for this contract are as shown on the itemized quote included on the attached pages. If extra work is necessary due to shifting of any of the items of construction or if additional work is called for in accordance with these specifications, such work shall be paid for on the basis of the following itemized unit prices. In addition to the above, the said unit prices shall also be the basis of payment to the Contractor. The attached sheet (s) must be completely filled out and submitted with the sealed quote or Elkhart County may at its discretion, reject the quote and declare the same invalid. An authorized signature of the Contractor is mandatory upon the quote sheets. All other items necessary to properly complete this project as specifically outlined, shall be included within the line items provided and will be considered as incidental.

The award of this contract will be based on the sum of the items listed below. Please recognize that the quantities provided are estimated.

This quote shall be so prepared as to properly indicate:

One (1) total lump sum to furnish labor, materials, services and equipment to perform the work indicated in the quote materials (drawings, specifications and or as specified herein). The Award of this project will be based on the "Total" quote, being the total sum of the items on the itemized quote tab. Please indicate this total below.

NOTE: Any Item may be withdrawn by Elkhart County at any time prior to the placement of the material.

ELKHART COUNTY

QUOTE TOTAL: _____ dollars
(\$ _____)

Submitted by: _____
Company

Authorized Signature

Date: _____ Phone: _____

Email: _____

Structure Cleaning Program 2017

Elkhart County

Quote Tab - Include with Quote

Quote

No.	Item	Qty	Unit	Unit Price	Extended Price
1	Structure Cleaning	400	EA		
Quote Total					