

CITY OF GAYLORD
Wastewater Treatment Plant
REQUEST FOR PROPOSAL

East Oxidation Ditch Rotor Reducer Replacement, Splash Guard & Bearing Maintenance

Issued By: City of Gaylord Wastewater Treatment Plant

Project Location: East Oxidation Ditch Building, Gaylord WWTP

RFP Date: 9/24/2026

Proposal Due Date: 10/16/2026

Wastewater Superintendent: Greg Dowker (989) 732-0750

1. Project Overview

The City of Gaylord Wastewater Treatment Plant is soliciting proposals from qualified contractors to perform maintenance work in the East Oxidation Ditch Building. The work consists of removing and replacing two (2) oxidation ditch rotor reducers, along with related splash guard and bearing replacement on both sides of the rotors, and coordination of start-up services with Lakeside Equipment Corporation following completion of the mechanical work.

2. Scope of Work

The selected contractor shall furnish all labor, tools, equipment, and supervision necessary to complete the following tasks in the East Oxidation Ditch Building:

1. Remove and replace two (2) oxidation ditch rotor reducers.
2. While each reducer is disconnected/off, remove and replace the splash guards on that side.
3. Replace the bearings on that side using bearings supplied by the City (Owner-furnished bearings).
4. Move to the opposite side of each rotor and repeat the process: replace the splash guards and replace the bearings (Owner-furnished) on that side as well.
5. Reassemble and align all components per manufacturer specifications, and restore the rotors to operational condition.
6. Upon completion of the mechanical work, coordinate directly with Lakeside Equipment Corporation to schedule and complete manufacturer start-up service for the rotor equipment.

Notes:

- Replacement bearings will be supplied by the City of Gaylord and are not to be furnished by the contractor.
- The contractor is responsible for furnishing the replacement rotor reducers and splash guards unless otherwise negotiated in the proposal.

- All work shall be performed in accordance with applicable safety standards, including confined space and lockout/tagout procedures as required for the oxidation ditch environment.
- The contractor shall coordinate scheduling with the Wastewater Superintendent to minimize disruption to plant operations.

3. Mandatory Pre-Bid Site Walkthrough

To ensure an accurate and complete proposal, **all interested contractors are required to walk through the project site with the City's Wastewater Superintendent, Greg Dowker, prior to submitting a bid.** Proposals submitted without a completed site walkthrough may be deemed non-responsive.

Contractors must call Greg Dowker at (989) 732-0750 to schedule a walkthrough appointment or to direct any questions regarding the scope of work.

4. Proposal Submission Requirements

Proposals should include, at a minimum:

- Company name, address, and primary contact information.
- A description of the contractor's approach to completing the scope of work outlined in Section 2.
- An itemized price for the removal and replacement of the two (2) oxidation ditch rotor reducers, splash guards, and bearing installation labor.
- Anticipated project schedule, including estimated duration and proposed start date.
- Confirmation of coordination and scheduling process with Lakeside Equipment Corporation for start-up service.
- Evidence of relevant experience with similar wastewater/oxidation ditch rotor equipment.
- Proof of applicable licensing and insurance.

5. Contact Information

All questions regarding this Request for Proposal, and all requests to schedule the mandatory site walkthrough, should be directed to:

Greg Dowker, Wastewater Superintendent

City of Gaylord Wastewater Treatment Plant

Phone: (989) 732-0750

Bids should be submitted to the City Clerk, Andrea Boguth, either by email at clerk@cityofgaylord.org or mailed to 305 E. Main Street, Gaylord, MI 49735 by noon on October 16th. Bids will be open at 2:30pm on October 16th, 2026.

The City of Gaylord reserves the right to accept or reject any or all proposals and will award based on overall value, not just lowest price.