DISTRIBUTION SYSTEM MAINTENANCE CONTRACTOR

Marysville Otisco Nabb Water Corporation
Invitation to Bid and Contractor Response Forms

MON Water invites qualified contractors to submit unit prices and hourly rates for distribution system maintenance, repairs, and new service taps performed under MON-issued work orders. The selected contractor must provide year-round emergency coverage and meet the response and completion requirements in this package.

Bid Information

Issue date: November 16, 2026

Bid Due Date and Time: **December 4, 2026 at 3:00 p.m. Eastern Time**

Submit Bids Electronically to **monwtr@aol.com**

Email questions to monwtr@aol.com

Anticipated initial contract term: January 1, 2027 through January 31, 2028.

MON Authorized Work Order Contact: Cody Whitt, 812-725-2022, fieldoperations6378@gmail.com

MON Billing Contact: Mikki Cole, 812-256-6378, monwtr@aol.com

Required insurance limits and endorsements: $1 million general liability limits and a $2 million umbrella

Submission Requirements

Submit the completed pricing schedules, contractor information, availability acknowledgment, references when required, exceptions, and signed bid certification. Identify all charges. Enter “Included” or “No charge” when appropriate; do not leave an offered price blank. Mark unavailable items “Not offered.”

Basis of Selection

MON will evaluate pricing, relevant experience, references, staffing, equipment, availability, and ability to meet deadlines. The lowest individual unit price does not guarantee selection. MON may reject bids, request clarification, and select one or more contractors. No minimum work volume is guaranteed. Work begins only after written award or agreement and MON authorization.

Scope of Work

Distribution Maintenance and Repairs

Provide qualified labor, supervision, tools, equipment, transportation, and incidentals to locate and expose problems; repair or replace water mains, service lines, valves, fittings, meter setters, meter boxes, hydrants, and related distribution components as directed by MON. Work may include excavation, dewatering, pipe repair, backfill, compaction, flushing, cleanup, and surface restoration.

New Service Taps

Install new services only at MON-approved locations and sizes. Work includes verification of the approved tap location, excavation, main connection, corporation stop, approved service pipe, curb stop where required, meter setter and box, connections, backfill, compaction, cleanup, and restoration as specified in the work order. MON must approve materials, connection methods, service routing, depth, and meter location before installation. Identify meter supply and installation responsibilities in each work order.

Ziptility Mapping

Contractor will GPS all repairs, service taps, and meter sets; record sizes, materials, photos, and work order information. Contractors provide smartphones and data service. Locations are captured before backfilling, with records uploaded by the next business day.

Materials

MON supplies and delivers stocked materials. Contractors are responsible for providing MON-approved items that are unavailable from stock. No markup applies to MON-furnished materials.

Work Order Controls

MON determines the work classification and provides location, scope, priority, issue date and time, completion deadline, known system information, and an authorized contact. The contractor must acknowledge receipt promptly and schedule the work. Verbal emergency authorization is permitted and must be documented with MON as soon as practicable. Only MON may approve scope changes, substitutions, service interruptions, or additional charges.

System Operation and Customer Coordination

Coordinate shutdowns, valve operation, customer notices, and return to service with MON. Do not operate MON valves or interrupt service without authorization. Protect existing facilities and customer property; maintain access where practicable. Contractors must not promise service, collect customer payments, or change MON requirements without authorization.

Construction and Water Quality Expectations

Use materials approved by MON for potable water service and follow applicable requirements and manufacturer instructions. Keep pipe, fittings, and tools clean; prevent contamination and intrusion. Perform flushing, disinfection, pressure testing, and sampling when required by MON or applicable requirements. MON authorizes return to service. Correct defective work and restore disturbed areas to the work order requirements.

Safety and Protection

Arrange required utility locates before excavation and coordinate emergency locate procedures when needed. Provide excavation protection, traffic control, permits assigned to the contractor, safe access, and protection of utilities and the public. Report damage, contamination concerns, unsafe conditions,

and unexpected site conditions immediately to MON. Identify subcontractors and obtain MON approval before their use.

Availability and Performance Requirements

Work classification	Required performance
Emergency leak or problem	Available on call 24 hours a day, 7 days a week, including weekends and holidays. Arrive at the work site with a qualified crew and equipment within 2 hours after MON emergency notification.
Routine leak	Complete the repair within 5 business days after MON issues the work order.
Nonemergency work including new service taps	Complete the authorized work within 14 business days after MON issues the work order.

Emergency Response and Repair

The 2-hour requirement means arrival at the site ready to begin corrective work, not a telephone response. Begin corrective work immediately upon arrival and continue diligently until the problem is corrected and service is restored, unless MON directs otherwise. Secure hazards and control water loss as soon as practicable. Notify MON immediately if the repair cannot be completed promptly and provide the cause, interim protection measures, and estimated restoration time. MON may direct a temporary repair followed by permanent work.

Time Calculation and Completion

All deadlines run from MON's documented notification or work order issue time; contractor acknowledgment does not restart the clock. Business days do not include weekends and holidays. Completion includes the authorized repair or installation, required testing and MON authorization for return to service, safe backfill, cleanup, and restoration required by the work order. Complete restoration of paving or seeding must be completed within 30-days, unless it is in the winter season and these items are not available, then they must be completed as soon as the asphalt/seeding becomes back in operation; maintain a safe temporary surface in the meantime. Written approval by MON is required for a restoration extension.

Dispatch and Backup Coverage

Always maintain a monitored emergency telephone number and a primary and backup contact. Provide enough qualified personnel and available equipment to meet these requirements. Advise MON immediately of simultaneous calls or any condition that could affect coverage; contractor staffing or equipment shortages do not automatically extend deadlines.

Delays and Missed Deadlines

Report potential delays immediately, with reasons and a proposed completion plan. Only MON may approve an extension or change the work classification. Document any approved extension in writing. If the contractor cannot respond or perform as required, MON may assign the work to another contractor and consider performance when making future assignments or continuing the contract.

Work Records

For every job, record dispatch, arrival, work start, service restoration, and completion times. Provide locate number, before and after photographs, repair location, pipe and fitting sizes and materials, quantities, labor and equipment hours, test results when applicable, restoration details, service cards for new services, and any follow-up needs. Submit records with the invoice.

Service Cards

The Contractor shall prepare and submit a service card to MON Water for each new or replacement water service and each new or replacement meter setting. Each card shall include the service address and a field sketch showing the location, nominal diameter, and material of the water main, along with the location of the meter pit. The sketch shall include measured offsets from fixed, identifiable landmarks so MON Water can locate the main and meter pit in the field. The Contractor shall verify these details while the facilities are exposed and submit the completed service card with the work order closeout records.

Pricing and Proposed Contract Terms

Pricing Basis

Quote prices in dollars using the schedules on the following pages. Unit prices must include the stated scope, normal tools, supervision, transportation, overhead, and profit. Do not bill hourly labor or equipment in addition to a unit price for the same included work. MON must approve hourly work, rentals, materials, subcontracted work, and extras before costs are incurred, except immediate emergency measures authorized by MON.

Materials and Restoration

MON will provide materials. If the contractor furnishes materials, the contractor shall bill documented supplier cost plus the bid markup. Do not apply markup to MON-furnished materials. Freight and any other charges should not be marked up. Restoration is paid only under the approved unit item or authorized quote; routine backfill, compaction, cleanup, and safe temporary surfacing must be included in the applicable repair or tap price.

Terms

Bid validity: 90 days after the bid due date. Rates remain firm during the initial contract term. The contract may be renewed for two additional one-year terms by written agreement of MON and the contractor. At each annual renewal, bid rates will be adjusted by the Social Security Administration cost-of-living adjustment (COLA) percentage effective for that renewal year. Apply the percentage to the immediately preceding contract year’s rates and round dollar rates to the nearest cent. Percentage markups remain unchanged. Document the renewal term and adjusted rate schedule in writing before the renewal begins. Payment: within 30 days after receipt of a complete, accurate invoice and MON acceptance of the invoiced work. Identify exceptions in the bid. There is no minimum purchase or exclusive assignment commitment.

Proposed workmanship warranty: one year after MON acceptance. Correct defective workmanship at no additional cost to MON. Manufacturer warranties must be passed through to MON. Ordinary wear and failures unrelated to contractor workmanship are excluded. Identify any proposed warranty exception.

Insurance and Qualifications

Before starting work, provide evidence of commercial general liability, automobile liability, and workers compensation coverage as applicable, meeting MON's requirements stated before issuance. Maintain required licenses, registrations, and qualifications. Provide updated certificates and notify MON of coverage changes. MON will confirm final agreement terms before award.

Invoice Requirements

Reference the MON work order number, service address or location, work dates, classification, approved bid items, quantities, rates, and approved extras. Attach itemized time records for hourly work, supplier invoices for reimbursable materials must be provided, rental or subcontractor invoices must also be provided, and job completion records. Explain any difference from the authorized amount before submitting the invoice.

Award and Authorization

A bid submission does not authorize work. Final award, contract term, insurance requirements, and any negotiated exceptions must be documented by MON. Payment is based on accepted actual quantities and authorized work. MON may request a separate quote for work outside the bid schedule.

Contractor Bid Schedule for Labor and Equipment

Contractor: _____ Date: _____

Use an attachment for additional items or detailed crew and equipment descriptions.

Item	Description and Billing Basis	Unit	Straight Time	Overtime
A1	Standard labor rate per worker	Hour		
A2	Two-Man Crew: Includes backhoe/excavator w/operator, service truck and laborer	Hour		
A3	Three-Man Crew: Includes backhoe/excavator w/operator, service truck and laborer	Hour		
A4	Dump truck with driver	Hour		
A5	Backhoe with operator	Hour		
A6	Excavator with operator	Hour		
A7	Emergency mobilization or callout charge	Call		
A8	Routine mobilization charge	Trip		
A9	Standby availability retainer, if any	Month		
A10	Vacuum excavation truck with operator	Hour		
A11	Dewatering pump and hoses	Day		
A12	Pavement saw and operator	Hour		
A13	Traffic control setup and removal	Day		
A14	Contractor-furnished materials markup	% of cost		
A15	Approved third-party rental markup	% of cost		
A16	Approved subcontractor markup	% of cost		

Describe crew size, roles, equipment, and all inclusions:

Contractor standard hours and days definition:

Contractor after-hours and weekend definition:

Contractor holidays definition:

Contractor minimum billable hours and increments:

Contractor mobilization inclusions:

NOTE: Crew rates are alternatives to individual labor and equipment charges. Use only the MON-approved billing basis for each job. Identify overlapping charges; duplicate billing is not permitted.

Contractor Bid Schedule for Installed Work

Contractor: _____ Date: _____

Quote each tap as a complete installation within the base assumptions below. Materials are furnished by MON and shouldn't be included in the bid.

Item	PVC Main Installation Description	Unit	Paved	Unpaved
B1	Trench Mobilization: One time Charge for setting up for Pipe Installation	Each		
B2	Pipe installation includes installing valves, fittings, all thread rods, eye bolts, valve boxes, trenching, backfilling, remove and disposal of excess spoil, clean up and miscellaneous work not itemized below, including cover per state requirements			
2a	2" PVC Pipe Installation	LF		
2b	3" PVC Pipe Installation	LF		
2c	4" PVC Pipe Installation	LF		
2d	6" PVC Pipe Installation	LF		
2e	8" PVC Pipe Installation	LF		
2f	10" PVC Pipe Installation	LF		
2g	12" PVC Pipe Installation	LF		
Item	**Directional boring Main Installation Description**	**Unit**	**HDPE**	**PVC**
B3	Directional Boring Mobilization: One time Charge for setting up for Pipe Installation	Each		
B4	Directional boring pipe installation			
4a	2" Pipe Installation	LF		
4b	3" Pipe Installation	LF		
4c	4" Pipe Installation	LF		
4d	6" Pipe Installation	LF		
4e	8" Pipe Installation	LF		
4f	10" Pipe Installation	LF		
4g	12" Pipe Installation	LF		
B5	Extra depth once exceeding tolerance of 18" over 60" for cover (per linear foot of extra depth)	LF		

Item	Hydrants & Valves	Unit	Paved	Unpaved
C1	New 2” Flush Hydrant Installation in connection with new or replacement main installation up to 8 linear feet of pipe, gate valve, valve box, fittings, rodding, blocking, gravel, painting and testing hydrants.	Each		
C2	New 2” Flush Hydrant Installation not in connection with new or replacement main installation up to 8 linear feet of pipe, hot tap, gate valve, valve box, fittings, rodding, blocking, gravel, painting and testing hydrants.	Each		
C3	2” Flush Hydrant Replacement - including removal of old hydrant, replace with new hydrant including valve and up to 8' of branch pipe, valve box	Each		
C4	New 6” Fire Hydrant Installation in connection with new or replacement main installation up to 8 linear feet of pipe, gate valve, valve box, fittings, rodding, blocking, gravel, painting and testing hydrants.	Each		
C5	New 6” Fire Hydrant Installation not in connection with new or replacement main installation up to 8 linear feet of pipe, hot tap, gate valve, valve box, fittings, rodding, blocking, gravel, painting and testing hydrants.	Each		
C6	6” Fire Hydrant Replacement - including removal of old hydrant, replace with new hydrant including valve and up to 8' of branch pipe, valve box	Each		
C7	New Valve Installation			
7a	2” Main	Each		
7b	3” Main	Each		
7c	4” Main	Each		
7d	6” Main	Each		
7e	8” Main	Each		
7f	10” Main	Each		
7g	12” Main	Each		
C8	Valve Replacement			
8a	2” Main	Each		
8b	3” Main	Each		

Item	Hydrants & Valves	Unit	Paved	Unpaved
8c	4” Main	Each		
8d	6” Main	Each		
8e	8” Main	Each		
8f	10” Main	Each		
8g	12” Main	Each		

Item	Restoration	Unit	Bid
D1	Seeding, Mulching, and Fertilizing (Including Topsoil)		
1a	Less than 10 SY	SY	
1b	10-100 SY	SY	
1c	Greater than 100 SY	SY	
D2	Temporary Asphalt Paving (depth as required by State or County)		
2a	Cold Patch	SF	
2b	Hot Patch	SF	
D3	Concrete Pavement Restoration - Necessary width, type, and depth to comply with State and/or County requirements		
3a	6” Concrete Base	SF	
3b	8” Concrete Base	SF	
3c	10” Concrete Base	SF	
3d	6” Bituminous Base	SF	
3e	8” Bituminous Base	SF	
3f	10” Bituminous Base	SF	
3g	Asphalt overlay up to 2”	SF	
3h	Charge to finish concrete	SF	
D4	Sidewalk Replacement	SF	
D5	Curb and gutter	LF	
D6	Driveway Apron and entrances (concrete)	SF	
D7	Gravel Drive Restoration	CY	

Item	Service Installations	Unit	Paved	Unpaved
E1	New Service & Meter Setting			
1a	¾” or 1” Short Service (same side as main)	Each		
1b	¾” or 1” Long Service (across the road)	Each		
1c	¾” or 1” Long Service more than 60’	LF		
1d	1” Dual Short Service	Each		
1e	1” Dual Long Service	Each		
1f	1” Dual Long Service more than 60’	LF		
1g	2” Short Service	Each		
1h	2” Long Service	Each		
1i	2” Long Service more than 60’	LF		
E2	Replace Service & Meter Setting			
2a	¾” or 1” Short Service	Each		
2b	¾” or 1” Long Service	Each		
2c	¾” or 1” Long Service more than 60’	LF		
2d	1” Dual Short Service	Each		
2e	1” Dual Long Service	Each		
2f	1” Dual Long Service more than 60’	LF		
2g	2” Short Service	Each		
2h	2” Long Service	Each		
2i	2” Long Service more than 60’	LF		
E3	Replace Service Only			
3a	¾” or 1” Short Service	Each		
3b	¾” or 1” Long Service	Each		
3c	¾” or 1” Long Service more than 60’	LF		
3d	2” Short Service	Each		
3e	2” Long Service	Each		
3f	2” Long Service more than 60’	LF		
E4	Replace Meter Setting Only			
4a	¾” or 1”	Each		
4b	1” Dual	Each		

Item	Service Installations	Unit	Paved	Unpaved
4c	2”	Each		
E5	Retire Service			
5a	¾” or 1”	Each		
5b	2”	Each		
E6	Meter Replacement	Each		

Required Base Installation Assumptions

Short service: 1-25 feet
Long Service: 26-60 feet (no open cuts on roads)
Excavation: 5’x8’
Depth or cover: 42”

MON Water’s distribution system consists of mostly 4” or smaller pvc pipe. The system does have a 12” AC main on Highway 3 and very little 6” or 8” C900 in the system.

Base tap prices include mobilization, labor, excavation in ordinary soil, tap, backfill, compaction, cleanup, reasonable restoration, and safe temporary surfacing.

Final surface restoration is paid under D1-D7 when authorized.

Rock excavation, boring, road crossings, unusual depth, contaminated material, and work outside the stated assumptions require a MON-approved quote before proceeding.

The contractor must have rock available for after-hours and holiday repairs.

Contractor exclusions:

Contractor Qualifications and Bid Certification

Business Name:	
Address:	
Primary Contact & Title:	
Telephone:	
Email:	
Years Performing Similar Work:	
Number of Crews Available:	
Describe similar water distribution experience, equipment available for emergency response, service area, and backup staffing:	

References for Contractors New to MON

Contractors who have never worked for MON Water must provide three references for similar water distribution maintenance, repairs, or service tap work. Include a knowledgeable customer contact for each project. Prior MON contractors may identify their MON work history instead; MON may request additional references.

Required Information	Reference 1	Reference 2	Reference 3
Utility			
Scope of Work			
Dates Performed			
Contact Name and Title			
Phone and Email			

Acknowledgment and Certification

By signing, the bidder confirms availability 24/7, including holidays; arrival ready to work within 2 hours for emergencies; completion of routine leaks within 5 business days; and completion of nonemergency work, including new service taps, within 14 business days, except as expressly listed below. The bidder certifies that the submitted prices and qualifications are accurate and that the signer is authorized to submit this bid.

Exceptions to requirements or proposed terms:

Addenda acknowledged by number and date: _____

Authorized signature: _____ Date: _____

Printed name and title: _____