REQUEST FOR QUOTES: WATER SERVICE LINE MATERIAL VERIFICATION SERVICES

Instructions & General Information

The City of Galena is requesting quotes from qualified contractors to provide hydrovac excavation services for water service line material verification as part of the City's Lead Service Line Inventory Program.

The City intends to utilize the selected contractor to expose water service lines for material verification at locations designated by the City. Work will be performed on an hourly basis under a contract with a **not-to-exceed amount of $25,000.00**.

Scope of Project

The City of Galena is requesting quotes to complete the work detailed below.

The scope of work will include hydro vacuum excavation to expose service lines for material verification only. The City will coordinate directly with the contractor to determine which service lines are to be exposed and to establish daily work locations.

Work shall include, but not be limited to:

- Utility locating as required.
- Exposing water service lines using hydro-vacuum excavation and minimal hand excavation as required.
- Exposing service lines on both sides of the curb stop (curb box).
- Visual confirmation of service line material.
- Coordination with City staff during material verification.
- Documentation of service line materials utilizing the City's standard service line inventory forms.
- Photographic documentation when requested by the City.
- Disposing of unsuitable materials.
- Backfilling excavations with suitable material. Contractor to provide all materials.
- Restoration of all disturbed surfaces to pre-construction condition .The City anticipates most work will occur in non-paved areas such as parkways, terraces, lawns, and landscaped areas. Pavement disturbance is not anticipated. Any pavement, sidewalk, curb, or driveway removal shall require prior approval from the City.

The City will coordinate with the Contractor to identify work locations and, whenever practical, establish pothole locations that minimize disturbance to paved surfaces.

Conditions

- This project is funded in part through an Illinois Environmental Protection Agency (IEPA) Lead Service Line Inventory Grant.
- All work performed under this contract shall be subject to the Illinois Prevailing Wage Act (820 ILCS 130), including all current amendments and revisions. The Contractor shall pay prevailing wages applicable to Jo Daviess County, maintain all required payroll records, and furnish certified payroll documentation to the City.
- The Contractor shall comply with the Illinois Preference Act (30 ILCS 570), including any Illinois resident labor requirements that may become applicable during the performance of the work.
- Contractors shall comply with all applicable federal, state, local, and grant requirements.
- The selected contractor shall maintain all required licenses and insurance.
- The contractor shall coordinate utility locates through JULIE/Illinois 811 as necessary.
- The City of Galena shall be exempt from any liability for loss incurred by unsuccessful contractors in preparation of a quotation.
- The City shall receive sealed quotes until: **10 AM, Friday, August 28, 2026**
- All work shall be complete no later than **October 15, 2026** unless approved by the City Engineer.
- The City reserves the right to reject any or all quotes and waive informalities.
- Questions concerning the project should be directed to:

  Bryson Winsky, P.E.
  City Engineer
  City of Galena
  101 Green Street
  Galena, Illinois 61036
  (815) 777-1050
  bwinsky@cityofgalena.org

Contractor Requirements

The Contractor shall:

- Maintain all required licenses and insurance.
- Comply with all applicable federal, state, and local regulations.
- Coordinate Illinois 811 utility locates when required.
- Follow all applicable OSHA and safety requirements.
- Provide competent personnel experienced in utility excavation and service line exposure.
- Comply with all applicable IEPA grant requirements.

Grant Requirements

This project is funded in part through an Illinois Environmental Protection Agency Lead Service Line Inventory Grant. The selected contractor shall comply with all applicable grant requirements, including:

- Illinois Prevailing Wage Act compliance.
- Certified payroll reporting requirements.
- Federal and State anti-lobbying requirements.
- Any additional IEPA grant conditions applicable to the work.

Lobbying Certification

The selected contractor shall execute all required lobbying certifications and disclosures as a condition of contract award. By submitting a quote, the Contractor certifies that no grant funds have been used, or will be used, to influence or attempt to influence the award of this contract and agrees to comply with all applicable federal and state anti-lobbying requirements. The awarded contractor shall also complete any required disclosures under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

Proposal Form

RETURN THIS PAGE TO THE CITY OF GALENA

Item	Description	Unit	Unit Cost ($)
1	Hydrovac Truck, Equipment, Materials, and Labor	Hour	

The hourly rate shall include all labor, equipment, mobilization, fuel, utility locating, spoil removal and disposal, granular backfill, restoration, and all incidental items required to complete the work. No separate payment shall be made for these items unless authorized by the City.

Hourly charges shall begin when the Contractor's crew and equipment arrive at the first work location designated by the City and shall end when the crew departs the final work location authorized by the City for that day. Travel time to and from the Contractor's shop or yard shall not be billable unless specifically authorized by the City.

Available Equipment

Earliest Available Start Date

All work described above shall be completed in accordance with this Request for Quotes.

Respectfully Submitted:

_____ _____

Company Date

_____ _____

Title Signature

_____

Address

APPROVED BY CITY OF GALENA

_____ _____

Signature Date

Attachment A

Illinois EPA Article VIII - Lobbying Requirements and Certification shall be incorporated into the resulting agreement and shall be executed by the selected contractor as required by the grant.

ARTICLE VIII
LOBBYING

8.1. Improper Influence. Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

8.2. Federal Form LLL. If any federal funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

8.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

8.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

8.5. Subawards. Grantee must include the language of this ARTICLE in the award documents for any subawards made pursuant to this Award at all tiers. All subrecipients are also subject to certification and disclosure. Pursuant to Appendix 11(1) to 2 CFR Part 200, Grantee must forward all disclosures by contractors regarding this certification to Grantor.

8.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications will be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.