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## ***Anderson County Water Authority***

***1611 N Charles G. Seivers Blvd  
Clinton, TN 37716***

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# Invitation to Quote

FOR:

*Sewer Station Cleanouts and Emergency Response*

FROM:

Anderson County Water Authority  
1611 N Charles G. Seivers Blvd  
Clinton, TN 37716



# Anderson County Water Authority

1611 N Charles G. Seivers Blvd  
Clinton, TN 37716

Date: June 10th, 2025

Subject: Invitation to Quote for Sewer Station Clean Outs

To Whom It May Concern:

Anderson County Water Authority will receive sealed quotes at the address listed below until 3:00 pm on July 8th, 2025. Quotes delivered later will not be accepted. Anderson County Water Authority is not responsible for delays in delivery.

Delivery should be made to (for courier or US mail):

**Jeff Elrod**  
**General Manager**  
**Anderson County Water Authority**  
**1611 N Charles G. Seivers Blvd**  
**Clinton, TN 37716**

**Package should be labeled**  
**“Sewer Station Clean Outs”**

Refer to the “Response Preparation – Information and Instructions” section for further requirements regarding proposal development, packaging, and delivery.

The invitation to quote has the following table of contents:

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# **Anderson County Water Authority**

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## **1. INTRODUCTION**

Anderson County Water Authority (ACWA) is a water and sewer provider serving Anderson County located in the State of Tennessee. ACWA is in the Knoxville Metropolitan Statistical Area located on the western side of Knox County.

### **1.1. Purpose**

The purpose of this invitation to quote is to source the scheduled cleaning of the Authority's sewer stations and for the pricing of emergency response.

## **2. Scope of Invitation to Quote**

### **2.1 Overview**

Anderson County Water Authority desires to source a vendor to perform scheduled pumping and cleaning of all its sewer stations on schedule. The purpose of this schedule will be to allow a vendor to accommodate the Authority's station cleaning needs in an organized manner to help maintain the operations of each station. In addition, ACWA is requesting a fixed cost for each trip to a station when called for on demand service to aid ACWA to repair a station or prevent an overflow by pumping out the sewer station on demand. Anderson County Water Authority is requesting the selected vendor to provide emergency service pricing for on demand service as needed to clean or pump a sewer station to aid in restoring a station's functionality. The pricing for the scheduled maintenance will be based on a monthly cost for the months July 2025 to June 2026 and the pricing for the emergency service will be a per call out cost.

### **2.2 Emergency Response**

- a. Response to sewer stations for emergency service must be within 2 hours of being notified of the need of service
- b. Response to sewer stations for emergency service must utilize an appropriate sewer pump truck for the required service
- c. All emergency service calls must be invoiced monthly with the accumulated responses for each month. The invoice will provide detailed information for each response and indicate the station work that was performed, the date and time of the service, and the ACWA employee requesting the service.
- d. All pump and/or vac trucks servicing an ACWA sewer station must be free of any existing sewage or waste from prior jobs before arriving at the ACWA location.
- e. Waste collected from emergency callouts must be disposed of in approved methods. Waste that can be disposed back into ACWA's collection system at a separate location must be coordinated with the Wastewater Superintendent for ACWA or other approved personnel.
- f. All waste required to be disposed of in a dry bed must be coordinated with the Superintendent of Sewer for ACWA.
- g. Waste collected from emergency callouts that must be disposed of to a dry bed must be scheduled with Clinton Utilities Board (CUB) to minimize disruptions to CUB's sewer operations. ACWA will assist in setting up communications with CUB with the selected vendor to accomplish this requirement. The selected vendor can utilize their own source of waste disposal if appropriate approvals are obtained, all required permitting and rules are followed, fees are paid by the vendor and the fees paid by the vendor are included in the costs provided in the per call out pricing.

### **2.3 Scheduled Sewer Station Clean Outs**

- a. 27 locations within Anderson County Water Authority's sewer collection system are part of the clean out schedule. The number of cleanings per year of each station is determined by the rate of accumulation of objects in the sewer stations that pose risks to the operation of the sewer pumps. These objects are but not limited to sanitary wipes, medical devices, mop strings, other cleaning device components, hygiene products, and clothing pieces. The cleaning of each station requires coordination with the Sewer Superintendent of ACWA and must remove all the waste from the sewer stations and clean the components inside the station.



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- b. 5 sewer stations are required to be cleaned out quarterly to rid the station of effluent, solids and foreign objects that pose a risk to the operation of sewer pumps.
- c. 5 sewer stations are required to be cleaned out semi-annually
- d. 17 sewer stations are required to be cleaned out annually
- e. Each sewer station cleaning should have a photo taken before and after the work is completed and provided to ACWA with the monthly invoice for documentation purposes.
- f. All waste is required to be disposed of in approved methods and follow all laws and regulations
- g. All waste required to be disposed of in a dry bed must be coordinated with the Superintendent of Sewer for ACWA.
- h. All waste disposed of into the dry beds provided by ACWA and CUB must be scheduled to eliminate disruption to the owner of the dry bed's operations. The Superintendent of Sewer for ACWA will coordinate the disposal of waste into the dry bed with a calendar provided by the selected vendor detailing the dates on which the dry beds will be needed to complete the work at the sewer stations. Any issues arising from dates not being accurately provided may require waste to be held by the selected vendor until the dry beds are available.
- i. The selected vendor should have an alternative waste disposal option in case dry bed availability provided by ACWA or CUB becomes unavailable during the 12-month period of this quote. \*\*\*The cost of this option must be included as a line item in the quote
- j. Location addresses and volume of the sewer station wells will be provided upon request.

### 3. RESPONSE PREPARATION – INFORMATION AND INSTRUCTIONS

To maintain the fairness and integrity of the selection process, it is essential that the proposal conforms to the requirements of this section. Do not include any material that is not specifically requested. Elaborate artwork, expensive paper or bindings, and expensive visual or other presentations are neither necessary nor desired. Failure to follow the instructions in this section may result in disqualification. Anderson County Water Authority desires a concise, direct, and easily interpreted response.

#### 3.1. RESPONSE TO QUESTIONS

Please adhere to the following guidelines when responding to any questions in this invitation to quote. These guidelines are provided to help the Anderson County Water Authority evaluation team more accurately obtain the information needed for their evaluation.

- When answering a specific question, DO NOT refer the reviewer to an enclosed brochure, report, or another document. Please respond by providing a concise, simple, and clear answer to the question.
- If you feel a reference must be made to another document or paragraph in the quote, INCLUDE A PAGE NUMBER AND PARAGRAPH REFERENCE, and any other reference indicator that you feel will enable the reviewer to access the information.
- If you choose NOT to answer a question, indicate by writing "Not Applicable," or otherwise indicating the reason for non-response.  
You must include the INVITATION TO QUOTE question with your response to aid in our review.

#### 3.2. PROCUREMENT SCHEDULE

- Request for quotes posted ..... [June 10th, 2025]
- Time limit to ask questions..... [July 1st, 2025]
- Quotes due ..... [July 8th, 2025]
- Evaluations completed..... [July 10th, 2025]
- Selection(s) made .....[July 15th, 2025]



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**Selected quote must be approved by the ACWA Board at the July Board meeting scheduled for July 15<sup>th</sup>, 2025 @ 5pm. The board meeting is subject to rescheduling. If rescheduled the quote participants will be notified. ACWA reserves the right to terminate this quote process or reject any and all quotes submitted at the sole discretion of the Anderson County Water Authority Board of Commissioners.**

## **3.3. FORMAT INSTRUCTIONS**

### **3.3.1. STYLE**

- All proposals should use common, easily readable, and available fonts such as Times New Roman in 10 point or larger type-size.
- Each page shall contain at least a one-inch margin on all sides.

### **3.3.2. ORGANIZATION**

- All pages shall be numbered.
- Major sections shall have a page break between them and the next section.
- The following sections shall be included:

I) Cover Letter, Introduction (Limit to 1 page)

II) Executive Summary (Limit to 3 pages) – The summary should be suitable for review by a Board of Commissioners. The following overviews or recaps are suggested for inclusion: company strength and markets served; product functions and capabilities, including perceived advantages; support services; value differentiation, including cost considerations.

III) Cost Proposal (Limit to 5 pages) If your service has options which you feel are superior to competitor services or are options not offered by competitors, please elaborate what these are, and the cost associated with the options as a part of the total cost of the configured service.

- The Cost for Emergency Call out should be a separate item shown in the quote and show separated costs for minimum charges for emergency call outs, per hour rate for emergency service and any additional charges that could impact the cost to respond to an emergency call.
- The monthly cost to be invoiced from July 2025 to June 2026 for scheduled cleanouts should be a separate item shown in the quote
- The additional cost of an alternative waste disposal solution other than those supplied by ACWA or CUB should be a separate item shown in the quote. This cost would be paid by ACWA as part of the cost for the regularly scheduled cleanouts and for emergency work if required and approved by ACWA for each emergency call out if the dry beds previously available with coordination with ACWA and CUB (Clinton Utilities Board) become unavailable. ACWA/CUB dry beds must be used if available.

## **3.4 COPIES AND SUBMISSION**

- Paper - one (1) unbound, signed original (signature by an authorized employee of the quoting company is required)
- Submission is considered to have been made when the sealed quote is received at the Authority's office located at 1611 N Charles G. Seivers Blvd Clinton, TN 37716 no later than July 8<sup>th</sup>, 2025, at 3p.m.



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- The form on the next page titled Quote Response Form will be filled out completely and returned as the first page of the package.
- Include a copy of general liability and workers' compensation coverage.
- Include a copy of business license
- All submissions shall be in a sealed package(s) and clearly labeled:

***"Sewer Station Scheduled Cleanouts & Emergency Response"***

Send all proposals to:

**Jeff Elrod  
General Manager  
Anderson County Water Authority  
1611 N Charles G. Seivers Blvd  
Clinton, TN 37716**



# Anderson County Water Authority

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## QUOTE RESPONSE FORM

Contact Address: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In accordance with your invitation to quote titled "Sewer Station Clean Outs" and approved on (date) \_\_\_\_\_ the undersigned hereby agrees to furnish the services, sewer pump/vac trucks, and waste disposals in accordance with this proposal. The undersigned understands that, if chosen as a final vendor, additional good-faith contract negotiations will occur, and that the attached proposal shall serve as a basis for that negotiation. The undersigned understands that any and all quotes can be rejected and/or cancelled at the sole discretion of the Anderson County Water Authority Board of Commissioners or the General Manager for any reason determined to be in the best interest of the Authority.

An authorized representative of each party to our proposed solution has signed below.

Company: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

General Liability Insurance Company Policy # \_\_\_\_\_ Liability Coverage \_\_\_\_\_

Company: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

General Liability Insurance Company Policy # \_\_\_\_\_ Liability Coverage \_\_\_\_\_



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### **3.5. VENDOR INQUIRIES, EXCEPTION REQUESTS, AND COMMUNICATION**

All inquiries shall be made to:

**Jeff Elrod**  
**General Manager**  
**Anderson County Water Authority**  
**1611 N Charles G. Seivers Blvd**  
**Clinton, TN 37716**  
[jelrod@acwatn.org](mailto:jelrod@acwatn.org)  
**865.250.2847**  
**BUSINESS HOURS: 8AM – 4 PM MONDAY THRU FRIDAY**

Vendor questions will not be answered after the date identified in the project schedule above.

### **3.6. INVITATION TO QUOTE NOT A BASIS FOR OBLIGATIONS**

This request for quotes does not constitute an offer to contract and does not commit Anderson County Water Authority to the award of a contract to a person or entity submitting pricing, or to pay any costs incurred in the preparation and submission of quotes. The Authority reserves the right to reject any or all quotes that do not conform to the requirements stated in this document. Anderson County Water Authority reserves the right to cancel all or part of this request for quotes for any reason determined by the Authority to be in the public or the Authority's best interest. In the event a selected quote is awarded to a vendor, Anderson County Water Authority at its discretion can choose to stop utilizing the vendor at any time. This request for quotes is not an obligation to a term agreement. The option to continue utilizing the selected vendor will be on a month-to-month basis based on the needs of ACWA.

### **3.7. RIGHTS TO SUBMITTED MATERIALS**

All quotes and material submitted to Anderson County Water Authority by a vendor, in response to this invitation to quote, shall become the property of the Authority after the quote submission deadline. The Authority's return of the quote/material will be subject to the requirements of the laws of the State of Tennessee.

## **4. EXHIBITS**



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## EXHIBIT A

## ACWA SEWER STATIONS

