

The City of Columbia City

In Columbia County on the Columbia River



July 20, 2026

CITY OF COLUMBIA CITY REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that PROPOSALS will be accepted at the City of Columbia City, Attention: Kim Karber, PO Box 189, Columbia City, Oregon, until **5:00 p.m. on Friday August 21, 2026**.

The City of Columbia City is seeking a company qualified to routinely pump approximately 120 septic tanks annually and to provide other routine and emergency maintenance services for the City-owned lift stations, manholes and septic tanks. The City owns approximately 437 septic tanks and four sewer lift stations.

The proposals shall be marked:

SEPTIC TANK MAINTENANCE SERVICES

The Request for Proposal specifications may be obtained by calling Kim Karber, City Administrator/Recorder at (503) 397-4010, or e-mailing her at kkarber@columbia-city.org.

Technical questions regarding the project should be directed to Micah Rogers at (503) 366-0454. Questions related to the contract should be directed to Kim Karber at (503) 397-4010.

The City of Columbia City reserves the right to reject any and all proposals received as a result of this RFP.

The City reserves the right to select the contractor on the basis of the proposals or conduct interviews with the highest qualified firms following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications of any or all proposals.

Kim Karber
City Administrator/Recorder

APPLICABLE INFORMATION/REQUIREMENTS TO THIS RFP

ISSUING OFFICE

City of Columbia City, 1840 Second Street, PO Box 189, Columbia City, OR 97018.

TYPE OF CONTRACT

This will be a three-year contract based on the rates as quoted. This work is being procured pursuant to ORS 279B.070.

Oral interviews and negotiations may be undertaken with the top three contractors whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that most advantageous to the City, price and other factors considered. The City reserves the right to consider proposals or modifications thereof received at any time before award is made if such action be in the interest of the City.

REJECTION OF PROPOSALS

The City of Columbia City reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

INCURRING COSTS

The City of Columbia City is not liable for any cost incurred by contractors prior to issuance of a contract or for preparing a response to this RFP.

RESPONSE DATE

To be considered, contractors must submit a complete response to this RFP, using the Scope/Format in this RFP, and the response must arrive at the Issuing Office on or before the time and date specified.

PRIME CONTRACTOR RESPONSIBILITIES

The selected contractor will be required to assume responsibility for all services offered in their Proposal whether or not they produce them. Further, the City of Columbia City will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from this contract.

NUMBER AND EXPIRATION DATE OF PROPOSALS

Proposals must be signed by an official authorized to bind the contractor to its provisions. Unless otherwise specified the Proposal must remain valid for at least 60 days.

TYPE OF CONTRACT

The selected proposer will be expected to enter into a contract with the City on the form provided by City.

PROPOSAL CONTENTS

Proposals are to include, but not necessarily be limited to, the content listed below. The volume, or size of the proposal, should be consistent with the relative size of the project. Concise proposals without needless duplication are encouraged.

1. **Letter of transmittal.** Signed by person authorized to bind the firm. The Letter of transmittal should include information regarding project understanding, project approach, and personnel assigned to the work.

2. **Cost Proposal.** The City of Columbia City is requesting a cost proposal in the following format. **Please note:** The contractor may dispose of wastewater collected under this contract at the St. Helens Wastewater Treatment Plant facility at no charge to the contractor.

- a. Septic tank pumping fees:
- | | |
|-------------|------------------|
| 1000 gallon | \$_____ per tank |
| 1500 gallon | \$_____ per tank |
- b. Standby or on-site rate:
- | | |
|---------------------|------------------|
| Driver/Septic Truck | \$_____ per hour |
| Rooter | \$_____ per hour |
- c. Pumping rate by volume
(e.g., lift stations or manholes):
- | | |
|--|--------------------|
| | \$_____ per gallon |
|--|--------------------|
- d. Snaking lines:
- | | |
|--|------------------|
| | \$_____ per hour |
|--|------------------|
- e. Minimum call out fee, if any:
- | | |
|--|---------|
| | \$_____ |
|--|---------|
- f. After hour, weekend, and/or holiday prices: _____

- g. 24-hour availability? Yes_____ No_____
- h. Estimate emergency response time: _____

**SEPTIC TANK MAINTENANCE SERVICES
REQUEST FOR PROPOSAL
SCOPE OF WORK**

Project Description

The City of Columbia City sewer collection system is a Septic Tank Effluent Gravity (STEG) system and consists of approximately 16 miles of pipeline. Four sewer lift stations (Forest Park on Tahoma Street, "K" Street on Fifth Street, Pixie Park on The Strand, and River Club Estates on the south end of Second Street) assist in the sewer flow. A six-inch force main sends the gray water to the City of St. Helens for treatment. A flow meter vault is located at the Crestwood Manufactured Home Park on Oregon Street in St. Helens.

There are approximately 824 sewer connections. 311 connections are direct flow into the sewer collection system, while the remaining 513 connections share 437 septic tanks. There are also 22 small sewer pumps to overcome elevation problems. The City is responsible for the maintenance and replacement of all of the septic tanks connected to the system, as well as the 22 small pumps. The City is also responsible for pumping the septic tanks.

The City of Columbia City is seeking a company qualified to routinely pump approximately 10 septic tanks per month and to provide other routine and emergency maintenance services for the City-owned lift stations, manholes and septic tanks. All wastewater collected by the contractor under this contract may be disposed of at no charge to the contractor at the City of St. Helens Wastewater Treatment Plant facility.

Contractor Responsibilities

- a. The contractor shall include in the proposal descriptive information, explaining in detail the method used to accomplish the required routine and emergency services.
- b. The contractor shall provide an hourly rate for any necessary services that would be provided outside of this proposal.
- c. The contractor shall provide and keep current during the life of the contract all equipment, materials, labor, permits and licenses, insurance and certifications required by the City of Columbia City to complete the task of the proposal.
- d. A list of customer references may be requested.