



**Britton Deerfield Schools
2025 Filter First Project
Request for Bids**

**Requested by:
Britton Deerfield Schools
Britton, Michigan**

**Issue Date: July 24, 2025
Due Date: August 15, 2025**

Britton Deerfield Schools (“District”) is seeking bids from qualified vendors for the engineering (as required) and installation of filtered bottle filling stations, drinking faucets, ice makers, and faucets within the District’s school buildings to ensure that all students and staff have access to safe drinking water.

All bottle filling stations, drinking faucets, ice makers, and faucets identified by the District for improvement must meet the minimum requirements of Michigan’s Clean Drinking Water Access Act, PA 154 of 2023, which include water stations which meet all the following:

- (a) Connected to an onsite water source through piping;
- (b) Filters water and is certified to meet NSF/ANSI standard 53 for lead reduction and NSF/ANSI standard 42 for particulate removal;
- (c) The water flow rate through the water station must be paired to the specified flow rate of the installed filter cartridge; and
- (d) If a filtered-bottle filling station, the water station must include a light or other device to indicate filter cartridge replacement status.

Within 14 days of installation, the selected vendor must provide for independent water sampling and testing of all bottle filling stations, drinking faucets, and faucets installed by the vendor and provide a copy of the test report to the District. The test report must show that the water sampling and testing for each bottle filling station, drinking faucet, and faucet installed by the vendor has the presence of lead at a concentration of less than 1 part per billion.

The selected vendor will be responsible for securing all governmental reviews, inspections, and permits necessary for performance of the work and completion of the project.

The selected vendor will provide the District with all equipment, materials, supplies, and labor necessary to design, engineer, and install the following at sites identified by the District:

- Removal/demolition of 33 existing drinking fountains/faucets, etc.
- Provision and installation of 18 drinking fountains with water cooler, bottle filler, and lead filter

- Provision and installation of 4 ice maker filters with lead filter
- Provision and installation of 15 kitchen faucets with lead filter
- Provision and installation of 30 supply lines
- Provision and installation of 30 stop valves
- 33 water sampling and testing reports for all installed equipment

Bottle fillers must be sensor activated and all drinking fountain bubblers must be push-bar activated.

All identified sites will have access to electricity, a cold, domestic water line, and sanitary drain. The selected vendor will be responsible for connecting all provided equipment to the existing domestic water line and sanitary drain in accordance with applicable plumbing codes.

All drinking fountains/bottle filling stations must meet all ADA requirements.

All materials and equipment provided to the District must be of good quality and new, and installation must occur in accordance with the manufacturer's installation instructions/guidance.

All water piping used must be rigid copper domestic water piping.

Site Visit/Walkthrough

Interested vendors may schedule a site visit/walkthrough by contacting Britton Deerfield Schools Superintendent Stacy Johnson at Stacy.Johnson@bdschools.us.

Warranty

The vendor shall submit a complete system warranty that guarantees the functionality and usability of all equipment for its intended use for a minimum period of (1) one year commencing with the date of final acceptance by the District. The warranty coverage shall not be prorated or limited to the amount of use. The warranty shall include all components required for the installation of the filtered bottle filling stations, drinking faucets, ice makers, and faucets and shall warranty against any and all defects resulting from workmanship or materials. The vendor must ensure that all equipment is installed in a manner necessary to preserve all manufacturer's warranties and vendor must ensure that these are available to the District.

Installation Timeline

Britton Deerfield Schools expects to award a contract in August of 2025 and require the company to be able to complete the project on or before December 31, 2025, with time being of the essence. Respondents must include a proposed schedule for installation with their bid.

Labor & Material Payment Bonds, Performance Bonds

The district reserves the right to require any successful respondent to furnish both a labor and materials payment bond, and a performance bond, each in the amount of one hundred percent (100%) of their contract amount. Labor and payment bonds must include the following items: the full name and address of respondent and respondent's surety; the proper contract date; the exact amount of the contract; the engineer's name and address (if applicable); signature; corporate seal (if applicable); notarization; and Power of Attorney.

Bond costs shall be clearly delineated in respondent's bids as a separate line item (not to be included in respondent's base bid).

If required, labor and material payment and performance bonds must be submitted to the district prior to the execution of any contract between district and a respondent.

Insurance Requirements

The successful respondent shall obtain and maintain insurance according to the following specifications:

Worker's Compensation Insurance

The Contractor shall obtain and maintain during the life of the contract Michigan Workers' Compensation Insurance for all of his employees assigned to perform services on behalf of Contractor to Britton Deerfield Schools under this Agreement.

The Contractor shall require any subcontractor similarly to provide Michigan Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection offered by the Contractor.

General Liability and Property Damage Insurance

The Contractor shall obtain and maintain during the life of the Contract such Public Liability and Property Damage Insurance as shall protect him and any subcontractor performing work covered by this Contract from claims for damage for personal injury, including accidental death, as well as for claims for property damages which may arise from operations under this Contract, whether such operations by himself or by any subcontractor or by anyone directly or indirectly employed by either of them.

Owner's and Contractor's Protective Liability Coverage

The Contractor shall obtain and maintain during the life of this Contract Owner's and Contractor's Protective Liability coverage in the name of: Britton Deerfield Schools, and Others, if specifically required by special provision in the Contract documents.

This coverage shall include the entire work. The Contractor shall furnish a Certificate of Insurance certifying that his Owners' and Contractors' Protective Liability Insurance includes all subcontractors engaged in the work.

The minimum limits of liability for all insurance coverage in the above-named policies shall be as follows:

<u>Bodily Injury Liability</u>	<u>Amount</u>
Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

<u>Property Damage Liability</u>	
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

Subcontractor's Insurance

The Contractor shall require each of his subcontractors and subcontractors to subcontractors to obtain and maintain all insurance coverage and limits indicated for Michigan Workers' Compensation, Contractors' Liability Insurance, and Michigan Motor Vehicle Liability during the life of the subcontract.

Policies and Certificates of Insurance

The Contractor and all subcontractors shall file Certificates of Insurance for all insurance coverage required above with the Britton Deerfield School District's Business Office, naming the district as a Certificate Holder. Exclusions in the policies shall be removed by endorsements to comply with all the aforementioned requirements. Subcontractors shall file Certificates of Insurance with the Contractor who

will forward them to the District's Business Office. All Certificates of Insurance shall contain the name and address of the insurance agent.

Notice Requirements

All insurance Certificates must include a provision providing for thirty (30) days prior written notice to the District regarding cancellations, material change, reduction of insurance coverage, or non-renewal. The Contractor shall cease operations on the occurrence of any such cancellations, material change, reduction in insurance coverage or non-renewal, and shall not resume operations until new insurance that satisfies the minimum requirements is in force.

General Conditions of the Bid

The following general conditions are imposed on all bids submitted in response to this request for bids:

1. Respondent's proposals represent an offer to contract on the part of the proposing party, and all proposed prices must remain in effect for at least ninety (90) days from the date of the bid opening.
2. Britton Deerfield is a public school district and thus is exempt from any and all sales and/or services taxes. Do not include such taxes in the proposal figures. The district will furnish the successful bidder with tax exemption certificates upon request.
3. No respondent may withdraw a proposal after the actual date of the opening thereof except in case where a respondent demonstrates to the district's satisfaction that a material and substantial mistake was made in preparing the bid, in which event the respondent has 24 hours after the opening of the proposals to deliver to the district, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the district of the District.
4. The district reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. In the case of error in the extension of prices in the bid or other arithmetical error, the unit price shall govern.
5. The district will not pay any costs incurred by respondent in preparing or submitting any proposals in response to this RFP.
6. Any deviation from the specifications included in this RFP must be noted in the proposal, and respondent must provide written rationale for the deviation.
7. The district reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service when in its judgment it best serves the district.
8. The selected respondent will not be permitted to assign any agreement between the individual or firm and district, nor will the individual or firm be permitted to subcontract any services owed to Britton Deerfield schools, without first obtaining the expressed written consent of the district.
9. The selected respondent will not discriminate against any employee or applicants for employment because of race, religion, color, national origin, handicap, age, or sex and will take affirmative action to insure that applicants are employed without regard to their race, religion, color, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to,

the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10. The selected respondent will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 P.A. 453, as amended.
11. **The district will conduct background checks on individuals who will be working on district property, due to the proximity to and potential for interaction with students. Contractor representatives, including but not expressly limited to employees and subcontractors, must be approved by Britton Deerfield Schools prior to working on district property. As is permitted by applicable Federal and State law, the district reserves the right to deny access to any individual(s) based upon the results of background checks.**
12. The selected respondent will be expected to enter into an agreement with Britton Deerfield Schools, a sample of which is included with this request for bids.
13. The selected respondent will be expected to comply with all applicable federal, state, and local laws in addition to applicable BD Board policies which prohibit the possession or use of tobacco or alcohol or carrying any dangerous weapons on school property.
14. The selected respondent will be expected to perform the services in a manner that is most consistent with industry/trade standards for the type of work to be provided.
15. The selected vendor must not be currently debarred, suspended, or proposed for debarment by any federal entity. Submission of a bid in response to this request for bids represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.
16. All deviations from the specifications must be specified in writing by the bidder at the time that the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the bid is submitted will result in the bidder being held strictly liable to the District for the specification or requirements as written. The district reserves the right to accept or reject any requested exception or deviation.
17. The selected vendor(s) understands and agrees that it will: (i) not use any of the district's confidential information or for its own use or for any purpose other than the specific purpose of providing the goods and services described in this RFP; (ii) not disclose any of the district's confidential information to any other person or entity, unless such is required by court order; and (iii) take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the district's confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.

The preceding list is provided for informational purposes only and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by the district through a professional services contract.

Britton Deerfield Schools reserves the right to reject any and all proposals received with or without cause and reserves the right to select the proposal which is determined to be in the best interest of the district.

SUBMISSION REQUIREMENTS

Proposals submitted in response to this RFP are to follow the outline described below and must address all requested information. Any additional information that respondent wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Respondents are encouraged to keep proposals brief and to the point.

A. COVER LETTER/TRANSMITTAL LETTER

Please include a cover letter signed by an individual having the authority to negotiate and execute contracts on behalf of the respondent.

B. BID FORM

Respondents must complete the attached bid form in its entirety, including proposed fees for the provision of the goods and services requested in this RFB.

C. MANUFACTURER'S SPECIFICATION SHEETS & WARRANTY DOCUMENTS

Respondents must provide all manufacturers' specifications and warranty documents, if any, for all equipment that is proposed for installation in response to this RFB.

D. REFERENCE LIST

Respondents must provide a list of three references for whom vendor has completed similar work in the past three years.

E. TIMELINE

Respondents must provide a timeline describing project activities.

F. INSURANCE REQUIREMENTS

The selected respondent shall submit proof of insurance coverage as is required herein, or if respondent does not currently maintain said insurance coverage, a letter acknowledging the insurance requirements and confirming that respondent will obtain and maintain said insurance prior to engaging in any contract with Britton Deerfield Schools.

G. BD PROPOSAL FORMS (available at <https://www.bdschools.us>)

1. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

Consistent with Michigan law, the district has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit the district to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by district. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the district to verify the proposer's status as a Michigan-based business through the Michigan Department

of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (This form applies to Michigan-based businesses only.)

2. FAMILIAL DISCLOSURE STATEMENT

Please include a completed copy of the familial disclosure statement. (This form must be completed and notarized even if no familial relationship exists.)

3. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE

Bidders must include a completed copy of the Iran Economic Sanctions Act compliance form.

4. SUSPENDED OR DEBARRED VENDOR FORM

Bidders must include a completed copy of the suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

5. CONFLICT OF INTEREST FORM

Bidders must include a completed copy of the conflict-of-interest form certifying that the bidder does not have a conflict of interest with any BD Board member, staff member, or agent.

All proposals shall be submitted via electronic mail with subject line “**Britton Deerfield Schools 2025 Filter First Project**”. **Proposals shall be delivered to the attention of the Britton Deerfield Schools Superintendent via email to stacy.johnson@bdschools.us. Proposals should be received by the district at or before 12:00 PM (EST), July 30, 2025.**

Questions and Addenda

Please direct all questions regarding this request for proposals to Stacy Johnson via email at Stacy.johnson@bdschool.us. Questions will only be addressed via email so that responses can be shared with all interested parties in the form of an addenda to the RFP. **If you wish to receive a copy of addenda published, please email Superintendent Johnson at stacy.johnson@bdschools.us requesting such.**

**Britton Deerfield Schools
2025 Filter First Project
BID FORM**

This offer has been prepared after our examination of the specifications, together with their related documents, and our examination of the conditions surrounding the construction of the proposed work including the availability of materials, equipment, and labor. The undersigned submits the following offer to enter into a contract with the Britton Deerfield Schools and agrees to furnish all labor, material, equipment, and service to complete the Work in accordance with the Contract Documents:

Bidder's Name: _____

Description of Activities: _____

For the lump sum base bid of: (\$ _____)
_____ Dollars

Addenda

The undersigned acknowledges receipt of the following addenda and has included the cost thereof in the lump sum base bid:

No. 1, dated _____	No. 3, dated _____
No. 2, dated _____	No. 4, dated _____

Performance and Labor and Material Payment Bond

The undersigned confirms that the cost of the required performance, labor, and material bond is included in the base bid amount.

The undersigned agrees to furnish a performance, labor, and material payment bond. The cost of such bonds is included in the base bid amount:
(\$ _____)
_____ Dollars

Authorized Representative Signature:

I certify that the information contained on this form is true and accurate and that the presentation of this information to the Britton Deerfield School District represents an offer to contract and that acceptance by the district of this offer will bind me to performance under the terms and conditions of the RFB.

Signature

Date