



**Ravenna Public Schools
12322 Stafford Street
Ravenna, MI 49451**

Request for Proposals

Filtered Potable Water Dispenser Solution

Issue Date July 14, 2025

Ravenna Public Schools (the "School District") is desirous of receiving proposals for a Filtered Potable Water Dispenser Solution for the School District. The purpose of this request for proposals for a Filtered Potable Water Dispenser Solution is to obtain sealed proposals from professional and qualified vendors who can provide a Filtered Potable Water Dispenser Solution in accordance with the terms and conditions of this RFP. The School District may select one or more qualified vendors to proceed with the negotiation process from those submitted Proposals. Past experience will also be judged through the reference of each entity.

SCHOOL DISTRICT PROFILE

The School District operates five (5) buildings, which include elementary, middle school, high school, early childhood center, and an administrative building.

PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

The Due Date for submission of Proposals in response to this RFP is:

July 28th, 2025 at 9:00 a.m. Local Time (the "Due Date")

All Proposals must be delivered to the School District's Administration Building Office on or before the Due Date as follows:

**Ravenna Public Schools
Attn: Brian Zilka, Director of Operations
Administration Building
12322 Stafford St.
Ravenna, MI 49451**

All Proposals must be marked "Filtered Potable Water Dispenser Solution" in the lower left hand corner of the Proposal package.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any Proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor's sole expense.

At the specified location and Due Date stated above, all timely submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

Proposals must be presented in the format requested. Proposals not submitted in the prescribed form may be rejected at the sole discretion of the School District. Vendors are to provide three (3) hardcopies of any Proposal within the sealed package.

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the contract to other than

the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All Proposals shall be considered firm for ninety (90) days after Due Date for Proposals.

Requests for clarification or questions on bidding procedures or specifications may be directed to **Brian Zilka**, Director of Operations by e-mail at **bzilka@ravennaschools.org**. All requests for clarification or questions must be submitted on or before **July 21st, 2025 at 12:00 noon**. All questions and requests for clarification must be submitted via e-mail. Oral questions will not be accepted. All e-mailed questions and responses will be e-mailed to each vendor who submitted an e-mail address.

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's Proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Brian Zilka, Director of Operations.

The School District intends that all vendors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a vendor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification/question or other written response thereto, or in the Proposal.

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Each vendor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

The following outlines the information that must be provided by each vendor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each Proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its Proposal.

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I. General Vendor Information

The following items are of interest to the School District concerning each vendor. As a quality business relationship is important, each vendor should include anything else it feels the School District should understand about its company and/or Proposal. Please answer the following questions if they are applicable. If not, please indicate with a "N/A" response.

- A. What is the legal name of your company?
- B. Please state the number of years your company has been in business.
- C. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
- D. What are the headquarters' location address and relevant phone numbers?
- E. What is the company ownership structure?
- F. How many employees do you have locally?
- G. Outline the insurance coverage you carry.
- H. Provide Federal tax identification number.
- I. Describe all past and present lawsuits or legal actions that your company has had in the past three years. Also, please state whether these actions have had a material effect on the financial condition of your company.
- J. Has your company filed for "Chapter 11" within the past five years? If yes, how will this affect your ability to provide service?
- K. What kind of geographical classification applies to your company?
 - a. Local: (i.e., operates only one city)
 - b. Regional: (i.e., operates only in one geographical location)
 - c. Multi-Regional: (i.e., in more than one region but not national)
 - d. National: (i.e., provide services across the U.S. only)

II. Organizational Structure and Philosophy

- A. How is your organization structured locally and how does this structure support your ability to provide the services you are proposing?
- B. What differentiates your organization from your competition?
- C. Describe your customer satisfaction guarantees of the services in your Proposal.

III. **Staffing**

- A. How many Service Staff do you have in the local area?
- B. Please attach an organizational chart of your support teams for the School District, locations, indicate their names, titles, telephone numbers, areas of responsibility, years of experience in the industry, current organizations each team member is providing service to and years with your company.

IV. **Scope of Work and Equipment Specifications**

- A. Replace thirteen (13) existing drinking fountains
 - a. Install Elkay model LZS8WSSP or equivalent
 - b. Owner will be responsible for all electrical work, as needed
- B. Install four (4) filter kits to existing drinking fountains
 - a. Install Elkay model EF1500VRBMC universal VR 1500 filter kit w/monitor or equivalent
 - b. Owner will be responsible for all electrical work, as needed
- C. Remove two (2) existing drinking fountains
 - a. Cap off water and drain lines
 - b. Provide wall cover plates over previously installed areas.
- D. This is a **PREVAILING WAGE** project and must be compliant with all current State of MI prevailing wage laws.

V. **Other Financial Considerations:**

- A. What are your acceptable forms of payment?

VI. **References**

- A. Please provide at least two references where you have provided products/services to clients.

VII. **Required Attachments**

- A. Please provide the following:
 - 1. Familial Relationship Disclosure Form **(Appendix A)**
 - 2. Affidavit of Compliance – Iran Economic Sanctions Act **(Appendix B)**
 - 3. Certificate of Liability Insurance **(Appendix C)**
 - 4. Organization Charts **(Appendix D)**
 - 5. Filtered Potable Water Dispenser Solution Bid **(Appendix E)**
 - 6. Terms and Conditions
 - 7. W-9 Form
 - 8. Device Warranty Information

Appendix A: Familial Relationship Disclosure Form

All Bidders must complete the following familial disclosure and attach this information to the bid.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exist between the owner or any employee of the bidder and any member of the Ravenna Public Schools Board of Education, Superintendent, School Director or Principal. Ravenna Public Schools will not accept a Proposal that does not include this sworn and notarized disclosure statement.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position and familial relationship or NONE.)

[illegible]

Signature(s): _____ Title _____

Name of firm:

STATE OF MICHIGAN)
) SS
COUNTY OF)

On this _____, 20____, before me a Notary Public in and for said county,
personally appeared _____, agent of the said firm _____
and who acknowledged the same to be his free act and deed as such agent.

Notary Public

Appendix C: Certificate of Liability Insurance

Appendix D: Organization Charts

Appendix E: Filtered Potable Water Dispenser Solution Bid Sheet

All bids are due by July 28th, 2025 at 9:00 a.m. Local Time

Name of Company _____

Address _____

Number of years that you have provided this type of service _____
(Please provide references)

Filtered Potable Water Dispenser Solution Bid \$_____

I agree to abide by all of the provisions stated in the specifications if awarded the “Filtered Potable Water Dispenser Solution” contract by Ravenna Public Schools.

Date: _____

Company: _____

Signature: _____

Title: _____