

Request for Proposal (RFP): Facility Supplies & Services

Scope Rev. 1, 7/1/2026

Customer: Zeeland Board of Public Works, City of Zeeland

Facilities:	Administration Office 350 E. Washington Ave. Zeeland, MI 49464	Water Warehouse 330 E. Washington Ave. Zeeland, MI 49464	Buildings A & E 347 E. Washington Ave. Zeeland, MI 49464
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Contacts: Brian Hoezee – Buildings & Grounds Foreman
Office: (616) 879-2434
Email: bhoezee@zeelandbpw.com

Proposal Due Date: July 27, 2026, 4:00pm EDT

1. Summary

The Zeeland Board of Public Works (BPW) is requesting proposals from qualified vendors to provide a comprehensive facility supply and rental service program. The selected contractor shall furnish, deliver, maintain, and replace the items outlined in the Scope of Services.

2. Contract Term

The requested contract shall be for a period of three (3) years. Automatic renewal provisions are not acceptable. Any extension must be mutually agreed upon in writing.

The BPW reserves the right to terminate the contract at its discretion upon thirty (30) days written notice. BPW may terminate immediately for cause, including failure to provide services in accordance with contract requirements, failure to maintain insurance, repeated service deficiencies, or material breach of contract.

3. Scope of Services

Provide weekly service at three (3) BPW facilities listed above, which are in close proximity. The supplier shall provide all labor, transportation, equipment, materials, inventory management, pickup, cleaning, replacement, and delivery services necessary to maintain the program.

Service shall include the following:

- Floor Mats: 3'x5', 4'x6', 3'x10'
- Floor Mats with BPW Logo: 3'x5'
- Dust Mop, 36", (*Note: Owner provided handles and frames*)
- Rags / Shop Towels (18"x18", Red)
- Additional facility maintenance products as requested by the BPW

Supplier shall replace worn, damaged, or unsatisfactory rental items as part of normal service.

Service shall be performed according to a regular, mutually agreed-upon schedule during normal business hours, Monday through Friday, 7:00am – 4:00pm, unless otherwise arranged.

4. Proposal Pricing Requirements

Proposals shall be prepared based on the pricing schedule in **Attachment B**, on a per-unit basis. Estimated quantities are provided for reference but may be adjusted as-needed and assessed on a per-unit basis without changes to the contract.

Pricing shall include:

- Unit rental/service rates (per piece, per change)
- Replacement charges
- Delivery charges
- Environmental fees
- Fuel / energy surcharges
- Administrative / processing fees
- Installation / service fees
- Any other recurring or non-recurring fees

Any fee(s) not specifically identified in the proposal shall be deemed included in the proposed pricing and shall not be billed separately.

5. Price Adjustment / Requirements

Proposed prices shall remain firm, unless otherwise approved by the BPW. Requests for price adjustments shall be submitted in writing, include supporting documentation, and receive written approval prior to implementation. Automatic annual escalators based solely on contract language will not be accepted. Written approval is required for all proposed additions and changes to fees.

6. Qualifications & References

Suppliers shall provide the following in support of their proposal:

- Company history and ownership information
- Number of years in business
- Local service facility location
- Description of municipal and industrial customers served
- Three (3) references from customers receiving comparable services

7. Insurance Requirements

Suppliers shall maintain general liability, automotive liability, and workers compensation insurance at the following levels:

- Commercial General Liability: \$1,000,000 per occurrence
- Automotive Liability: \$1,000,000
- Workers Compensation: Statutory Limits

Certificates of Insurance shall name the City of Zeeland / Zeeland Board of Public Works as an additional insured where applicable. Certificates of Insurance shall be provided for review by the successful proposer prior to contract award.

8. Proposal Submittal, Deadline, and Award

The Zeeland Board of Public Works is seeking a supplier to perform the services listed in the above scope of services. Please include the following in your submittal:

Submittal Requirements

1. Cover Letter
2. Completed Proposal Summary Form (Attachment A)
3. Completed Pricing Schedule (Attachment B)
4. Non-Collusion Certification (Attachment C)
5. Qualifications & References
6. Sample Invoice
7. Exceptions to the RFP Requirements that cannot be satisfied, specific vendor terms, etc.
8. Proposed service transition plan and earliest date at which services could commence

Proposers may identify and price for consideration value-added alternates for improved performance, installation, or reduced cost. Such alternates shall be clearly identified and separated from the requested pricing.

Notes

1. Proposals must remain valid for a minimum of 60 days, to work through the approval process.
2. The supplier (and all sub-contractors) must be licensed and insured. Proof of licensing and insurance will be required prior to contract award. The City of Zeeland / Zeeland Board of Public Works will need to be identified on all certificates of insurance.
3. The supplier shall abide by non-discrimination provisions in accordance with Michigan law MCL 37.2209.
4. Samples of all products must be provided and approved by the BPW in advance of contract award. Approved products shall remain unchanged throughout the contract term unless otherwise approved in writing by the BPW. BPW reserves the right to reject products that differ from the approved samples.

Proposals must be on company letterhead, signed, and received no later than July 27, 2026, at 4:00pm EDT. Proposals will be accepted in hard copy, as well as via email. Please submit all proposals to:

Attn: Mr. Brian Hoezee
Buildings & Grounds Foreman
Zeeland Board of Public Works
350 E Washington Avenue
Zeeland, MI 49464
Email: bhoezee@zeelandbpw.com

Tentative Procurement Schedule

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|------------------------------|---------------------------|
| 1. RFP Issued: | July 7, 2026 |
| 2. Questions Due: | July 17, 2026, 4:00pm EDT |
| 3. Responses/Addenda Issued: | July 22, 2026 |
| 4. Proposals Due: | July 27, 2026, 4:00pm EDT |
| 5. Anticipated Award: | September 9, 2026 |
| 6. Service Start: | October 1, 2026 |

Questions shall be submitted via email to the contact listed herein. Responses that materially affect the RFP will be issued to all known prospective bidders by written addendum and posted on the City of Zeeland's website: <https://www.cityofzeeland.com/current-bids>. On-site visits will be provided upon request. Contact Brian Hoezee to schedule an appointment.

Product and service quantities identified in this RFP are estimates only and are provided solely for proposal comparison. Actual quantities may vary during the contract term.

All materials and practices shall satisfy all applicable standards and shall be suitable and intended for their installed purposes and use. The awarded supplier shall comply with all applicable federal, state, and local laws and regulatory requirements.

The BPW reserves the right to request clarification of any proposal and to request additional information from any proposer when deemed necessary to evaluate proposals. The BPW reserves the right to award the contract to the responsive and responsible bidder whose proposal represents the best overall value considering price, service quality, references, product quality, transition plan, and overall completeness of the proposal. The BPW reserves the right to negotiate with the highest-ranked bidder, and the right to reject any or all proposals.

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Attachment A: Proposal Summary Form

Proposals shall be prepared based on the pricing schedule in Attachment B, on a per-unit basis. Current quantities are provided for reference but may be adjusted as-needed and assessed on a per-unit basis without changes to the contract. The proposer shall provide additional terms, exclusions, and value-added alternatives as a supplement to the requested submittal documents.

From Attachment B (Pricing Schedule)

Year 1 Total Estimated Services & Fees (Weekly): _____

Year 2 Total Estimated Services & Fees (Weekly): _____

Year 3 Total Estimated Services & Fees (Weekly): _____

Fees Not Included Above (Amount & Frequency): _____

Vendor Name: _____

Local Service Facility Address: _____

Authorized Representative: _____

Title: _____

Phone: _____ Email: _____

Signature: _____

Date: _____

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Attachment C: Non-Collusion Certification

The undersigned certifies that this proposal has been prepared independently and has been submitted without collusion, fraud, or any agreement, understanding, or planned common course of action with any other proposer, bidder, supplier, or competitor for the purpose of restricting competition.

The undersigned further certifies that neither the proposer nor any of its officers, employees, agents, representatives, or affiliates has directly or indirectly induced or solicited any other person or firm to submit or refrain from submitting a proposal for the purpose of influencing the award of this contract.

The proposer further certifies that the contents of this proposal have not been communicated by the proposer or its representatives to any competitor or potential competitor prior to the official opening or award of the contract, except as required by law.

The undersigned acknowledges that any violation of this certification may result in rejection of the proposal, termination of any resulting contract, and any other remedies available under applicable law.

Vendor Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____