

Request for Proposal (RFP)
Plumbing Installation Services – Touchless Water Bottle Fill Stations
Wood County Health Department
Release Date: March 15, 2024
Submissions Due: March 29, 2024

I. Purpose of Request for Proposal

The Wood County Health Department (WCHD) is soliciting proposals from qualified plumbing installation contractors for the installation of up to 100 touchless water bottle fill stations across various locations within Wood County, Ohio. The primary focus of the project is to reduce the risk of disease transmission through commonly touched surfaces, such as drinking fountains, by increasing access to touchless bottle fill stations.

Considering the significant number of installations required, the Wood County Health Department (WCHD) is open to collaborating with multiple qualified plumbing installation contractors to manage the workload efficiently. Therefore, WCHD invites bids for either a portion or all of the work outlined in this request.

II. Background

The Wood County Health Department (WCHD) is a leading force in public health initiatives in Wood County, Ohio. Committed to promoting health and wellness, WCHD addresses diverse public health concerns, from disease prevention to community outreach. With a focus on improving health outcomes and quality of life, WCHD fosters partnerships, implements evidence-based strategies, and delivers innovative solutions to combat infectious diseases like COVID-19 while safeguarding individuals and families across Wood County.

III. RFP Timeline

March 15, 2024	Posted on www.woodcountyhealth.org by 10:00 AM EST
March 29, 2024	Proposals are due electronically by March 29, 2024, by 5:00 PM EST Subject: "Proposers Name" RFP Plumbing Installation Email: ademers@woodcountyohio.gov NO EXCEPTIONS TO THIS DEADLINE
April 5, 2024	Notification of Decision Desired date to award. WCHD has the discretion to extend this period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date unless a proposer notifies WCHD of its withdrawal.

IV. Scope of Work

The selected contractor will be responsible for the following tasks:

Site Assessment: Conducting comprehensive site assessments to evaluate existing plumbing infrastructure and determine the feasibility and optimal locations for new installations or replacements. This includes confirmation of appropriateness of install site and/or determination for a more appropriate site if necessary.

Installation and Replacement: Installing new water bottle fill stations and/or removing and disposing of existing units as requested by the owner. Installations and replacements must comply with manufacturer specifications and local plumbing codes and regulations. Perform all retrofitting, construction, plumbing and electrical needs. Repair any imperfections that remain visible from previous water fountains or from the installation of new water fountains.

Plumbing and Electrical Connection: Connecting each fill station to the existing water supply lines or installing new lines where required to ensure proper functionality. Connecting each station with electrical lines as necessary.

Testing and Inspection: Conducting thorough testing and inspection of each installed or replaced fill station to ensure quality, functionality, and compliance.

Documentation: Providing detailed documentation, including as-built drawings, installation reports, and warranty information, upon project completion.

Detail of Work:

Details are as of 3/15/24, but exact numbers, locations and models are subject to change slightly.

- A total of 37 locations have been designated for the installation of the units.
 - 21 located in Bowling Green, Ohio
 - 1 located in Freemont, Ohio
 - 1 located in Millbury, Ohio
 - 1 located in North Baltimore, Ohio
 - 1 located in Northwood, Ohio
 - 3 located in Pemberville, Ohio
 - 4 located in Perrysburg, Ohio
 - 1 located in Rossford, Ohio
 - 1 located in Stony Ridge
 - 1 located in North Baltimore, Ohio

- At the aforementioned sites, a total of 83 units require installation. While the Health Department currently possesses some units in stock, the remainder

must be procured and reimbursed under the terms of this contract. Details regarding the units are provided below:

- 3 Elkay SSM Units
- 3 In-Stock
- 0 Needs to be Purchased
- 58 SSP Units
 - 21 In-Stock
 - 37 Need to be Purchased
- 22 SSMC Units
 - 4 In-Stock
 - 18 Need to be Purchased
- Installation requirements vary depending on the site, including specifications for new installations, add-ons, or replacements.
 - 14 New Installations
 - 8 Add-on Installations
 - 61 Replacement

Disposal of Old Devices: If old devices are not slated for disposal through the Health Department's plan for recycling, the contractor will remove and provide for proper disposal of any existing units per the owners' specifications.

V. Requirements

- Contractor must possess valid plumbing licenses and insurance coverage to perform plumbing installation services in the state of Ohio.
- Contractor must demonstrate prior experience in installing and replacing water bottle fill stations or similar plumbing fixtures.
- Contractor must adhere to all safety protocols and industry standards throughout the project duration.

VI. Proposal Submission

Interested contractors are requested to submit their proposals electronically to April Demers no later than March 29, 2024, 5:00 PM EST. Late submissions will not be considered. Please submit the following:

Proposal narrative not to exceed 10 pages, Times New Roman, 1.5-line spacing, 12-point font. The page limit does not include cover page and requested attachments.

1. **Cover Letter:** Introducing the contracting firm, summarizing relevant experience, and expressing interest in the project.

2. **Company Profile:** Providing an overview of the contracting firm, including years in business, certifications, and relevant projects completed.
3. **Proposed Approach:** Detailing the proposed methodology for conducting site assessments, installations, replacements, testing, and documentation and disposal if appropriate.
4. **Project Timeline:** Presenting a detailed timeline outlining key milestones and the proposed completion date of July 31, 2024.
5. **Cost Estimate:** Providing a comprehensive cost breakdown, including labor, materials, permits, and any additional expenses.

VII. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Contractor's experience and expertise in plumbing installation and replacement projects.
- Proposed approach and methodology for completing the project, including consideration for new installations and replacements.
- Compliance with project requirements, timeline, and budget.
- Cost competitiveness and value for money.

VIII. Evaluation Process:

A selection committee appointed by the Wood County Health Department will review all submitted proposals and select the contractor that best meets the project requirements. Shortlisted candidates may be invited for an interview or site visit as part of the evaluation process.

IX. Contact Information:

For inquiries or clarification regarding this RFP, please contact April Demers at ademers@woodcountyohio.gov.