

Request for Proposals – Ingham ISD – Plumbing and Mechanical Services

Overview: Ingham ISD seeks proposals for Plumbing and Mechanical Services for all buildings at the Ingham ISD campus location and one building at the Beekman Campus Location.

- TEC Administration building, 2630 West Howell Road, Mason, MI 48854
- Heartwood School, 625 Hagadorn Road, Mason, MI 48854
- Wilson Talent Center, 611 Hagadorn Road, Mason, MI 48854
- Beekman Center, 2901 Wabash Road, Lansing, MI 48910

Key Dates:

- RFP Distribution: March 17, 2026
- Questions Deadline: March 30, 2026 at 5:00 pm EST
- Answers due to vendors: April 7, 2026 at 5:00 pm EST
- Proposals Submission Deadline: April 22, 2026, 10:00 am EST
- Estimated Award Date: May 19, 2026

Submission Requirements:

- Proposals must be submitted via the e-bid platform on the Ingham ISD website, <https://www.inghamisd.org/purchasing>. Proposals must be submitted by **10:00 am on April 22, 2026**.
- Include:
 - Attachment A – Proposal Certification and Vendor Information
 - Attachment B – Iran Affidavit
 - Attachment C – Familial Disclosure

General Terms:

- Ingham ISD seeks best value and reserves the right to accept or reject any proposals.
- Proposals valid for 90 days post-submission.
- Vendor responsible for all costs and must not include any taxes in quotes.

Insurance and Compliance:

- Required: General Liability (\$1M per occurrence, \$2M aggregate), Workers' Compensation, Commercial Umbrella (\$2M).
- The vendor is liable for damages and must maintain all necessary permits.

Contact Information: For questions, contact the Purchasing Department at purchasing@inghamisd.org by the deadline mentioned above.

Sincerely,

Sarah Ritter - Ingham ISD

Plumbing and Mechanical Services (Time & Materials Contract)

INTRODUCTION

Ingham Intermediate School District is requesting proposals from qualified, licensed Plumbing and HVAC Contractors to provide services on a time and materials basis. The intent of this RFP is to establish a contract to provide routine, preventive, and emergency plumbing and HVAC services at District facilities on an as-needed basis. The District reserves the right to bid separately any large-scale or capital improvement projects outside the scope of this agreement.

SCOPE OF SERVICES

The selected Contractor(s) shall provide:

- Licensed journeyman and/or master plumbers as required by State of Michigan regulations
- Service vehicles, tools, and equipment necessary to perform plumbing and HVAC work
- Routine repairs and maintenance and emergency repairs with 24/7 emergency response capabilities
- Installation and replacement of plumbing fixtures, piping, valves, drains, water heaters, pumps, HVAC units, and related systems
- Troubleshooting and diagnostic services
- Must Respond to emergency calls within a mutually agreed response time (to be proposed by vendor)
- Provide after-hours contact information

PRICING REQUIREMENTS

Proposals shall clearly identify:

- Standard hourly labor rate(s)
- Overtime hourly rate(s)
- Weekend and holiday hourly rate(s)
- Any trip/service call charges
- Markup percentage on materials (if applicable)
- Equipment rental rates (if applicable)

All pricing shall be fully burdened and inclusive of overhead, profit, insurance, supervision, transportation, and incidental costs unless otherwise specified. Pricing shall remain firm for ninety (90) days following proposal submission and, once awarded, for the duration of the contract term unless otherwise negotiated in writing.

CONTRACT TERM

The anticipated contract term is three (3) years, beginning July 1, 2026 and ending June 30, 2029, with the option to renew for up to three (3) additional one-year terms upon mutual written agreement. The District may terminate the contract for convenience with thirty (30) days written notice or immediately for cause.

AUTHORIZATION OF WORK/BILLING CONTROLS

All non-emergency work must be authorized in writing prior to commencement. Estimates may be required for work exceeding \$1,000. Work shall not exceed approved estimates without written authorization. Invoices must reference a valid purchase order. The District reserves the right to audit labor and material documentation. Emergency work necessary to protect life, safety, or property may proceed immediately, with prompt notification to the District.

RESERVATION OF RIGHTS

The District reserves the right to:

- Waive minor irregularities in proposals
- Request clarifications or additional information
- Negotiate pricing or contract terms with the selected Contractor
- Award to one or multiple Contractors
- Reject any or all proposals
- Cancel this RFP at any time if deemed in the District's best interest

Award of contract is subject to approval by the Ingham ISD Board of Education.

INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Ingham ISD, its Board of Education, officers, employees, and agents from and against any and all claims, damages, losses, liabilities, and expenses, including reasonable attorney fees, arising out of or resulting from the performance of the Contractor's work, provided that such claim is attributable to bodily injury, sickness, disease, death, or damage to property caused in whole or in part by the negligent acts or omissions of the Contractor, its employees, subcontractors, or agents.

LICENSING, SAFETY AND BACKGROUND CHECKS

The Contractor shall maintain all required State of Michigan licenses and permits and coordinate required inspections. The Contractor shall comply with all applicable federal, state, and local laws, including OSHA, MIOSHA, EPA, and applicable plumbing codes. Employees must complete required background checks consistent with Michigan school safety laws, comply with District policies, and wear visible identification while on-site.

INSURANCE REQUIREMENTS

The Contractor shall maintain, at minimum:

- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance
- Employer's Liability Insurance

Coverage limits shall meet District requirements and certificates of insurance must be provided prior to contract execution. The District shall be named as Additional Insured on applicable policies.

HAZARDOUS MATERIALS & ENVIRONMENTAL AWARENESS

District facilities may contain hazardous materials, including asbestos-containing materials and lead-based paint. The Contractor is responsible for reviewing applicable management plans, ensuring employee awareness training, complying with environmental regulations, and immediately reporting suspected disturbance. No hazardous materials shall be disturbed without proper authorization and abatement procedures. Contractor shall immediately cease work in affected area upon discovery of suspected hazardous materials until authorized by the District.

EVALUATION CRITERIA

The District reserves the right to award the vendor providing the best overall value, not necessarily the lowest price. Proposals will be evaluated based on criteria including but not limited to:

- Pricing
- Qualifications & Experience
- Responsiveness to RFP Requirements
- Safety & Compliance

Attachment A – Proposal Certification and Vendor Information

Company Information:

Company Name: _____ Licensure and Number _____
Mailing Address: _____
Contact Name and Title for Proposal _____
Contact Email: _____ Contact Number: _____

Compliance Questions:

- Attached W-9 Form: Yes No
- Accepts EFT Payments: Yes No
- Can Invoice Electronically: Yes No
- Debarred or Suspended by Federal Government in Past 5 Years: Yes No
- Debarred or Suspended by State Government in Past 5 Years: Yes No

Additional Information: (Please provide any additional information relevant to this RFP and your capabilities to provide the required services. List any exceptions to the terms, conditions, or specifications of this RFP. All exceptions must be confirmed in writing to be accepted by Ingham ISD.)

Vendor Certification: By signing below, the undersigned certifies the following:

- They have read, understood, and agree to comply with all instructions, conditions, and the proposal requirements of the RFP.
- All information provided in this proposal is accurate.
- The proposal offers to furnish products and/or services in strict accordance with the bid requirements.
- The prices quoted are correct, and this bid remains valid for 90 days from the date submitted.
- The vendor will comply with all applicable state, federal, and local laws and regulations.
- The company has not been debarred or suspended from doing business with the federal government nor listed as an Excluded Party in the System for Award Management (SAM).

Authorized Signature: _____ **Name of Signatory:** _____

Title of Signatory: _____ **Date:** _____

AFFIDAVIT OF COMPLAINT - IRAN ECONOMIC SANCTIONS ACT - Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), pursuant to the compliance certification requirement provided in the Ingham ISD ("Ingham ISD")

Request for Proposals, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned RFP, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of Ingham ISD's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to submit a proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Vendor Information

Name of Bidder

By

Date

State of) SS.

County of)

Notarized Signature

This instrument was acknowledged before me on the day of _____, _____ date month year

by

Bidder Signature Name

Notary Signature

Notary Name

County, My Commission Expires

Acting in the County of

All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to their bid.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the Vendor and any member of the District’s Board, employees, or the superintendent.

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**).

Owner/ Employee Name	Related To:	Relationship
1.		
2.		
3.		

Vendor Information

Signature(s):

Title:

Name of Firm:

State of)
) SS
 County of)

Notarized Signature

On this day of, 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 Signature
Notary Name
County, My Commission Expires
Acting in the County of