



January 28, 2026

## ***REQUEST FOR PROPOSALS***

### **NOTICE TO BIDDERS**

It is the intent of Grand Haven Charter Township, herein referred to as ‘the Township’ or ‘Township’, to contract with a qualified firm for the 2026 Water Service Line Replacement Project.

Sealed proposals must be received by the Township of Grand Haven, 13300 168<sup>th</sup> Avenue, Grand Haven, Michigan, 49417, ATTN: Matt Wade, Public Services Director, until **10:00 AM local time, February 18, 2026**, at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official Proposal Form attached. Sealed proposal envelopes must be clearly marked on the outside “**2026 Water Service Line Replacement Project**”.

Copies of the Requests for Proposals (RFP) that contain the minimum specifications and official proposal forms are available at the Township Administrative office at 13300 168<sup>th</sup> Avenue, Grand Haven, Michigan 49417 or, at the Township’s website: <https://ghtmi.gov/services/requests-for-proposals/>.

Any questions regarding this RFP or the minimum specifications shall be directed to Matt Wade, Public Services Director, at 616.604.6313 or by email at [mwade@ghtmi.gov](mailto:mwade@ghtmi.gov).

The Board of the Charter Township of Grand Haven reserves the right to accept or reject any or all proposals and/or qualifications, to waive any irregularities, informalities or defects in the documentation, to accept any proposal in whole or in part, which it shall deem to be in the best interest of the Township, and to negotiate with the successful respondent. No bid may be withdrawn after the scheduled closing time for receiving bids for at least forty-five (45) days thereafter.

Matt Wade  
Public Services Director

INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code(s) of the state of Michigan and all applicable ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKER'S COMPENSATION:** The bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Worker's Compensation Insurance. Any and all subcontractors shall provide the same upon request.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the communities harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. He/she further agrees to indemnify and save the communities harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent, the bidder or contractor and his subcontractor(s) agree to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the Township whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth in the Bid Document. Without exception, the Township shall be a named insured on all policies required herein. No work shall commence without the receipt of these policies by the Township.

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the Township may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the Township may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the Township reserves the right to increase or decrease the quantity as best fits its needs.
8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include

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all delivery and packing charges.

9. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a specific trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the Township. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the specific item(s) referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the Township and if not destroyed, will upon request be returned at the bidder's expense.

11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price, Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be, and was deemed to have been, included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the Township.

12. **BID INFORMALITIES AND REJECTION:** The Board of the Charter Township of Grand Haven reserves the right to accept or reject any or all proposals and/or qualifications, to waive any irregularities, informalities or defects in the documentation, to accept any proposal in whole or in part, which it shall deem to be in the best interest of the Township, and to negotiate with the successful respondent.

13. **AWARD:** Following the review of submitted proposals/bids, an Award will be made, and an order or contract document will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the Township within 10 days of the date of sending, the Bid Surety, if required, will be declared forfeited as liquidated damages.

14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the Township when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the Township. A minimum 10% retainer may be held by the Township pending satisfactory completion of the project and shall be released at expiration of the warranty period pending complete and satisfactory resolution of warranty items.

15. **ADDITIONAL COSTS:** The Contractor shall immediately submit in writing, any increases in cost, once known, to the Township. The increase shall be approved in writing by the Township prior to any additional expense being incurred. Approval of increases may

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require formal action by the Township Board.

- 16. BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his/her usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter.

- 17. SUBMISSION AND RECEIPT OF BIDS:** Proposals of this nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) *Bidder must use the bid document proposal forms furnished by the Township as none other may be accepted.*
- c) *Proposal forms must be returned intact.*
- d) *Removal of any part thereof may invalidate the bid.*
- e) Specifications and plans referred to in this bid document by reference only, need not be returned with the bid, however, no excision of material physically incorporated in the bid document will be permitted.
- f) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
- g) Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.
- h) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

- 18. INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the Township. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Public Services Department of the Township. The Township will make a reasonable effort to notify any contractors who have taken out bid and/or contract documents of any interpretations. In addition, copies of any interpretation will be posted on the website at: <https://ghtmi.gov/services/requests-for-proposals/https://projects.ght.org>. All bidders shall be bound by such interpretations whether or not received by the bidders.

- 19. CHANGES AND ADDENDA TO BID DOCUMENTS:** Every change or addenda issued in relation to this bid document will be on file in the Public Services Department of the Township. The Township will make a reasonable effort to notify any contractors who have taken out bid and/or contract documents of any changes or addenda. In addition, copies of any changes or addenda will be posted on the website at: <https://ghtmi.gov/services/requests-for-proposals/>. All bidders shall be bound by such

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changes or addenda whether or not received by the bidders. It shall be the bidder's responsibility to make inquiry as to any changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

**20. PROJECT COMPLETION: 2026 Water Service Line Replacement Project** must be completed by **November 6, 2026**. A penalty of \$100 per day will be assessed against the contractor for each day past the deadline. Other project completion date(s) and penalties may be included within the **SCOPE OF PROJECT** section included herein. The more stringent of penalties shall apply.

**21. INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the Township from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. Commence or work shall not begin until evidence of all required insurance has been submitted and approved by the Township. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the Township prior to the execution of the contract. The Certificate shall specifically name the Township as an additional insured party. The certificates must contain the agreement of the insurance company notifying the Township in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the Township. The limits of insurance shall not be less than the following:

A. Worker's Compensation Insurance in the amount required by Michigan Law.

B. General Liability:

Bodily Injury and Property Damage combined:

Each Occurrence -	\$1,000,000.00
Aggregate -	\$1,000,000.00
Personal Injury -	\$1,000,000.00

C. Automobile Insurance for Vehicles:

Bodily Injury Each Person -	\$1,000,000.00
Bodily Injury Each Accident -	\$1,000,000.00
Property Damage Each Accident -	\$1,000,000.00

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**22. REFERENCES:** Please list three (3) references (Municipal Government) wherein your company has provided Water System Reliability Study being proposed for the City of Grand Haven. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
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A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**NOTE**

Previous experience and performance may be a factor in making the award, however, it may not be the final determinate when making the final decision.

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INTENT

It is the intent of the Grand Haven Township, herein referred to as ‘the Township’ or ‘Township’, to contract with a qualified firm for 2026 Water Service Line Replacement Project.

In comparing proposals, consideration will not be confined to price only. The successful bidder will be one whose service and expertise is judged to best serve the interests of the Township when standardization, price, product, safety, quality, delivery and service are considered. Each community reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract may be awarded to the bidder submitting the lowest responsible bid meeting the requirements of this specification.

PROJECT SCOPE

This project consists of the replacement of existing plastic water service with new Type K copper water services at 16 identified locations. Work will include excavation at the water main and curb stop, replacement of the existing plastic service line using a pipe bursting method, and installation of new copper service lines and associated fittings.

The scope of work includes installation of new water service **using existing corporation stops**, Type K copper, replacement of curb stops, curb boxes and operating rods, proper bedding and backfill, drip testing, and flushing of the new service lines. All installations will meet current state drinking water regulations, Township standards, and manufacturer specifications.

Upon completion of installation, disturbed areas will be restored to original or better condition, including pavement, sidewalks, turf, and landscaping as applicable. The work will be coordinated to minimize service interruptions and impacts to residents.

All service line materials will be supplied by Grand Haven Charter Township.



## SPECIFICATIONS

### INSTALLATION OF SERVICE LINES

If an individual or contractor must place a coupling(s) in a service line, due to the length of the service, the following requirements will be met before approval:

A. The service line shall be in place, in the trench, fully exposed. The service line material shall be of the longest length manufactured before coupling will be allowed. The coupling(s) must meet the requirements stated in the AWWA C800-89 standard. Further, any coupling(s) or adapter(s) shall be made of brass and manufactured by Ford, McDonald, or Mueller. The service line shall be inspected by the Public Works Department before back-filling the hole(s) or trench.

B. The service line shall then be tested by the individual or contractor, to ensure there are no leaks. This shall be completed before calling for a water line inspection from the Township's Public Services Department. If no leaks are present, the Public Services Department shall be notified of the water line inspection. Upon arrival, the Township representative shall visually inspect the installation for proper depth, material, and minimum size. They also will witness a pressure test of the service line. The pressure test shall consist of holding a minimum pressure of no less than 100 p.s.i. for at least 15 minutes. Deviation from the starting test pressure shall constitute a leak and necessitate a repair and retesting by the individual or contractor. Visual inspection of coupling(s) or union(s) does not eliminate the need for pressure testing. Before backfilling, measurements for placement of each coupling shall be obtained.

If no coupling(s) is/are used, the Township Public Services Department shall be notified of the water line inspection. The service line shall be inspected by the Public Services Department before backfilling the hole(s) or trench. The service line shall be in place, in the trench, fully exposed. Upon arrival the Township representative shall visually inspect the installation for proper depth, material, and minimum size. Sweat or galvanized fittings of any type, are not permitted before the meter setter.

A fire line shall not be construed to be the same as a service line. Fire lines are installed for some form of fire protection, and testing requirements shall be the same as for watermain.

As has been past practice, the Township's Public Services Department shall be notified no less than 24 hours in advance of the need for a pressure test and/or water line inspection.

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PROPOSAL FORM

Grand Haven Charter Township  
ATTN: Matt Wade  
13300 168<sup>th</sup> Avenue  
Grand Haven, MI 49417

Completely in accordance with your notice, instructions and specifications dated **January 28, 2026**, the undersigned declares that they have carefully examined the requirements of specifications and requirements contained herein, and propose to furnish and deliver to the Grand Haven Charter Township, the 2026 Water Service Line Replacement Project listed below.

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Item Total</b>
1	Short side 1" taps including labor, setting the curb box, backfill and clean up. * Materials supplied by others.	6	EA		
2	Long side 1" taps including labor, setting the curb box, backfill and clean up. * Materials supplied by others.	10	EA		

**NET TOTAL:** \_\_\_\_\_

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**In submitting this Bid, Bidder represents, as set forth in the Agreement, that:**

- a. Bidder has received, examined and carefully studied the Bidding Documents and the following Addenda, receipt of all which is hereby acknowledged:

Addendum Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Addendum Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached are complete specifications and warranty information on the equipment quoted above. All changes to the specifications are attached. All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

\_\_\_\_\_  
(Bidder's Company Name)

\_\_\_\_\_  
(Bidder's Telephone Number)

\_\_\_\_\_  
(Bidder's Mailing Address)

\_\_\_\_\_  
(Bidder's E-mail Address)

\_\_\_\_\_  
(Bidder's Signature)

\_\_\_\_\_  
(Print Bidder's Name)