



Grand Rapids Public Bottle Filling Station Installation

Request for Proposal

A. Introduction

The Grand Rapids Public Library (GRPL) seeks an experienced plumbing vendor to install bottle filling stations across all eight library locations. The project is to remove existing, provide new units, replacing existing fountains.

B. Background

The Grand Rapids Public Library (GRPL) is a department of the City of Grand Rapids and serves an urban population of almost 200,000 through eight locations and a mobile library. Established in 1871, the Grand Rapids Public Library is known for excellent customer service, depth and breadth of collections, responsiveness to community needs, and focus on equity and inclusion. In 2023 GRPL completed a rebrand that resulted in a new visual brand identity as well as a shared purpose of "reflecting and connecting our community to trusted resources and each other."

C. Project Scope

The Grand Rapids Public Library seeks an experienced plumbing contractor to install 13 units.

Elkay Bi-Level - Model LZSTL8WSLP Branches - 5
Elkay Single - Model LZS8WSLP Branches - 2 Main - 8

This includes:

Permitting and Compliance

1. Acquire all necessary permits from local authorities.
2. Coordinate inspections as required.
3. Adhere to plumbing codes and best practices.
4. Provide a finished product that is ADA compliant.

Consultation and Site Verification

1. Conduct an initial consultation to confirm existing conditions and specifications provided by GRPL.

2. Recommend any necessary adjustments to materials, dimensions, and locations.
3. Mandatory site visit is required.

Demolition / Installation

1. Existing units will be removed and recycled by the vendor.
2. Work will be coordinated with GRPL maintenance staff as to not disrupt business activities at all locations.
 - Branches - work will be completed when branches are closed.
 - Mondays or Fridays.
 - Main Library will be completed prior to the business day daily.
 - All work concluded daily by 9:00 am.
3. Coordinate site visits to prepare for installation, including site measurements and assessments.
4. Relocation of drains and water supply lines for new units.
5. Verify proper functionality of all components and connections.
6. High voltage electrical modifications by Bazen Electric. Coordination of power location by plumbing vendor prior to demolition / installation.
7. Drywall and painting repairs by GRPL maintenance.
8. Relocation of card access readers by GRPL.

Project Management and Communication

1. Assign a project manager to act as the primary contact for GRPL.
2. Provide regular progress updates and maintain open communication throughout the project.
3. Ensure minimal disruption to library operations during installation.
4. Provide progress billing as work progresses. Invoicing for materials, 50% completion and final billing after walkthroughs of locations.

Post-Installation Services

9. Conduct a final walkthrough with GRPL representatives to ensure satisfaction with the completed work.
10. Provide a warranty for materials and installation.
11. Deliver maintenance recommendations for long-term signage upkeep.

D: Anticipated Project Budget

\$78,000

E: Proposed Timeline **Subject to change*

April 1 - 11, 2025	Request for proposal posted. Project walkthroughs. Bids received. Vendor award.
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April 15 - June 25, 2025	Material ordering, staging, scheduling, coordination and installation.
June 30, 2025	Final billing no later than June 30, 2025 9am.

F: Proposal Content Requirements

- Work plan that contains a description of the stages, tasks, timeline, and an estimate of the amount of time that would be spent on each stage of the project
- Project budget that includes installation, disposal, and permitting costs.
- References, including contact information for at least 2 organizations.

G: Submission Information

The deadline for submission is April 14, 2025 at 4:00 pm EST. An electronic copy should be sent to David Sturgeon, GRPL Facilities Manager, dsturgeon@grpl.org.