

## **REQUEST FOR PROPOSAL (RFP)**

### **Retrofit of Drinking Fountains into Bottle-Filling Stations**

**Issued by:**

Milwaukee Health Services, Inc.

2555 N Martin L. King Dr.

Milwaukee, WI 53212

Laurie Sether, 414 267-2649, [lsether@mhsi.org](mailto:lsether@mhsi.org)

**Issue Date:** 6/13/2025

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#### **1. Introduction**

Milwaukee Health Services, Inc. is seeking proposals from qualified contractors or vendors to retrofit existing wall-mounted drinking fountains into a combination of drinking fountain and bottle-filling stations at two locations across in the city of Milwaukee. The purpose of this project is to promote sustainable water use, reduce single-use plastic bottles, and improve access to clean, filtered water.

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#### **2. Scope of Work**

The selected contractor will be responsible for:

- Surveying all existing drinking fountains at designated locations.
- Removing or modifying current fixtures as necessary.
- Supplying and installing retrofit bottle filler components compatible with existing fountains.
- Ensuring all installations meet ADA, plumbing, and building code requirements.
- Providing all labor, materials, tools, and equipment.
- Testing and commissioning each unit for functionality.
- Training onsite maintenance staff on the use and upkeep of the new units.
- Providing a minimum 2-year warranty on parts and labor.
- Procuring any necessary permits.

**Project Locations:**

MLK Heritage Health Center  
2555 N. Martin L. King Dr  
Milwaukee, WI 53212

Isaac Coggs Heritage Health Center  
8200 W Silver Spring Drive  
Milwaukee, WI 53218

**Estimated Number of Units to Retrofit:** [Insert number]

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**3. Proposal Requirements**

Proposals must include:

- Company profile and experience with similar retrofit projects.
  - List of key personnel and subcontractors.
  - Proposed retrofit models with technical specifications.
  - Work plan and timeline for installation.
  - Total project cost, broken down by unit and labor.
  - References from at least three (3) recent projects.
  - Proof of insurance and applicable licenses.
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**4. Schedule**

- **RFP Issued:** June 12, 2025
  - **Site Walkthrough (if applicable):** call 414 837-1577 to schedule
  - **Deadline for Questions:** July 11, 2025
  - **Proposal Submission Deadline:** July 11, 2025, 5:00pm CST
  - **Contract Awarded:** August 8, 2025
  - **Project Completion Target Date:** Negotiable
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## **5. Evaluation Criteria**

Proposals will be evaluated based on the following:

- Relevant experience and qualifications (25%)
  - Quality and compatibility of proposed products (25%)
  - Cost-effectiveness (20%)
  - Project timeline (15%)
  - References and past performance (15%)
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## **6. Submission Instructions**

Submit proposals via email to:

**Laurie Sether**

MHSI Controller

[lsether@mhsi.org](mailto:lsether@mhsi.org)

Subject Line: "RFP Submission – Drinking Fountain Retrofit"

Or deliver physical copies to:

MHSI

2555 N Martin L. King Dr

Attn: Laurie Sether

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## **7. Additional Information**

- Site visits may be scheduled upon request.
- MHSI reserves the right to reject any or all proposals and to waive informalities or irregularities.
- Selected vendor may be subject to background checks and must comply with all safety and COVID-19 protocols during work.