

WASHTENAW COMMUNITY COLLEGE
Purchasing Department – Room SC326
RFP # 6869: Service Contract – Various Pumps
RFP Due Date: June 25th, 2026 at 2:00pm EDT

4800 E. Huron River Drive
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WASHTENAW COMMUNITY COLLEGE
Request for Proposal #6869

Service Contract – Various Pumps

RFP Release Date: June 4, 2026
Proposal Responses Due Date: June 25, 2026 by 2:00pm EDT.

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu

1.0 Proposal Invitation

Washtenaw Community College (“College” and/or “WCC”) seeks proposals from pump service companies that can fulfill the deliverables as outlined in this RFP. The major goal of this project is to identify a service provider to inspect and maintain various pumps across campus (Weil, Ebara, Flygt, Zoeller, etc.).

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, Supplier agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful Supplier and the College.

The College is not liable in any manner or to any extent for any cost or expense incurred by the Supplier in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the Supplier or indirectly through the Supplier’s agents, employees, assigns, or others, whether related or not to the Supplier.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the chosen Supplier. The College reserves the right to award a contract based on any combination of the specifications described herein.

The awarded Supplier’s proposal response shall be subject to and governed by the College’s Terms and Conditions for the Purchase of Services Provided to WCC, located at [Terms and Conditions for Services Provided to WCC](#), as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Supplier’s Proposal response, Supplier’s quote, or listed on the Supplier’s website, the Terms & Conditions of the RFB documents shall govern. Proposal submissions must include all exceptions to the College’s terms and conditions of purchase. A purchase order signed by an authorized agent of the College is required to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Suppliers responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing

as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent Suppliers retained by the College now or in the future.

2.0 Planned RFP Schedule

RFP Timeline:

RFP Issued: June 4, 2026

Site Visit: June 11th, 2026

Submission of Written Questions from Prospective Bidders: June 12th, 2026 by 2:00pm EDT

College will post Responses to Written Questions: June 16th, 2026 by 4:00pm EDT

RFP Due Date: **June 25th, 2026 by 2:00pm EDT**

Attendance at the site visit is mandatory for submitting a response to this RFP:

Date: Thursday, June 11th, 2026

Time: 9:00am

Meeting Location: Damon Flowers Plant Operations building entrance

[Plant Operations Building \(Room Locator\)](#)

(we will be walking to other various campus locations)

3.0 Specifications

To provide annual preventative maintenance inspections and services on various pumps across campus. Initial term of 1 year with the option to renew up to three (3) consecutive years at then current rates.

Current pumps are:

Quantity	Manufacturer	Location
2	Flygt 3153	Main Campus Lift Station
2	Weil 8101	LA Tunnel area Storm Water Station
2	Ebara	Great Lakes Sanitary Station
2	Ebara	Great Lakes Storm Water Lift Station
2	TBD at site visit	Morris Lawrence Storm Water Lift Station
2	Zoeller	Shipping and Receiving Sanitary Station
2	Weil	Health & Fitness Center Indoor Station
2	Flygt 3085	Health & Fitness Outdoor Station
2	Weil	Energy Center Station
2	Ebara	Grounds Dept. Storage Lift Station
2	Weil	Auto Shop Station

It is the vendors' responsibility to check the above for accuracy during the site visit. Please add, remove or edit as necessary on your response submission.

Maintenance checks should include (but are not limited to):

- INSPECT AND ADJUST FLOATS IN CHAMBER AND CONTROLS FOR PROPER OPERATION
 - CHECK HOUR METERS AND RECORD READINGS
 - INSPECT AND RECORD AMP AND VOLTAGE READINGS FOR EACH PUMP
 - CHECK INDICATOR LIGHTS FOR BURNED OUT BULBS
 - VERIFY PROPER OPERATION OF TELEMETRY
 - PULL PUMPS AND CHANGE SEAL OIL OR COOLANT
 - CHECK IMPELLER CLEARANCE AND ADJUST TO O.E.M. SPECIFICATIONS
 - CHECK FOR DETERIORATING PARTS
 - PROVIDE A DETAILED STATION REPORT TO OWNER
- Please list response in table form as shown above with an annual cost column added that shows the total cost for that line item. (Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required)
 - A copy of the signed Signature Page must be included

4.0 RFP Requirements - General

The following requirements must be met when responding to this RFP.

- A.** The supplier must warrant its products and services to the requirements and objectives in this RFP.
- B. Proof of Insurance** - shall be maintained and a copy shall be provided to the College. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained for the following coverages in the amounts stated in section 9.0 of [Terms and Conditions for Services Provided to WCC](#)
- C. References** - The Supplier must provide 2-3 current customer references. References should reflect organizations that have similar requirements and business goals, scope of work and contract value.
- D. Supplier Company Information**
 - 1. Background - Brief history and background of your company as well as the length of time you have supplied services requested in this RFP.
 - 2. Industry Recognition - What industry recognition has your company received?
 - 3. Implementation -Please describe how you go about implementing services requested in the RFP.

5.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before **June 25th, 2026 by 2:00pm EDT.**

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
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Proposals submitted by methods other than those specified above will NOT be accepted.

- B. Submit **pump table with annual cost** and **one (1) signed copy of the Signature Page**. *Faxed and mailed replies are not acceptable and will be rejected.* It is the responsibility of the vendor to ensure that proposals are received on or before the due date and time.
- C. Questions must be addressed to Susan Pulice, Purchasing Agent, at pur@wccnet.edu. The deadline to submit questions is **June 12th, 2026 by 2:00pm EDT**. All questions received by the deadline date will be posted with answers on the WCC Purchasing website [Requests for Proposals and Bids](#) by **June 16th, 2026 at 4:00pm EDT**.

SIGNATURE PAGE

This page must be signed and submitted with the proposal.

By virtue of submittal of a proposal, Vendor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Vendor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail

Company Name

Signature

Printed Name

Title

Address

City, State, Zip

Email

Phone

The Vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.