

# Request for Proposals



Project Name: **Municipal Water Tower Fabrication**

Issue Date: **July 1, 2026**

Bid Due Date: **July 22, 2026 10:00am EST**

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## PROJECT OVERVIEW

The City of Buchanan is soliciting proposals for fabrication work on our municipal waters tower located on E Front St and Moccasin St.

## SERVICE SPECIFICATIONS

- Modify the overflow pipe discharge so it points downward to bring it into compliance with current EGLE requirements. Reinstall a flap gate or duck bill check valve at the discharge.
- Install a vandal guard on the exterior ladder to meet current EGLE requirements.

## INSTRUCTIONS TO BIDDERS

Responders provide:

- Provide detailed pricing for each service listed above on the proposal form.
- Include references for previous similar projects, if available.
- The bid must be returned by **July 22, 2026 10:00AM EST**, in a sealed envelope marked **ATTN: Water Tower**. The City cannot accept bids received after this time.

## STANDARD TERMS AND CONDITIONS

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

### Right to Reject or Accept Proposals

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

## **No Obligation to Award**

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

## **Proposal Costs**

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

## **Right to Negotiate**

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

## **Proposal Validity**

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

## **Addenda and Modifications**

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

## **Disclosure and Public Record**

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

## **Award and Contract Execution**

The successful proposer shall be required to enter into a written agreement with the City in a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

## **Compliance with Laws**

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

## Reservation of Rights

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

## SCHEDULE

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before **July 22, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: ATTN: BID – Water Tower. Electronic bids are not accepted.

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Please submit your sealed bid by **July 22, 2026 10:00AM EST** to:

Kalla Langston-Weiss, City Clerk  
302 North Red Bud Trail  
Buchanan, MI 49107

For any questions regarding the project, please contact:

Emma Lysy, Deputy Clerk & Administrative Coordinator

[elysy@cityofbuchanan.com](mailto:elysy@cityofbuchanan.com)

269-695-3844 ext. 10

**PROPOSAL FORM**

Please complete the proposal form below.

<b>Item No.</b>	<b>Description</b>	<b>Cost per service</b>
1	Overflow discharge modification – 4” pipe	
2	Overflow discharge modification – 6” pipe	
3	Vandal guard – E Front St	
4	Vandal guard – Moccasin St	

Additional information (optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mailing Address City/State/Zip Bidder’s Telephone Number

\_\_\_\_\_  
Bidder’s Signature Print Bidder’s Name

**REFERENCES**

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan. Failure to list references may result in your company being disqualified.

**CLIENT** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

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**NOTE**  
Previous experience and performance may be a factor in making the award.