

CITY OF HALLSVILLE, MISSOURI
REQUEST FOR PROPOSAL & QUALIFICATIONS
25-08



Emergency Bottled Water Supply Services

SUBMITTAL DEADLINE

July 9, 2025 at 3:00p.m.

ADVERTISEMENT FOR BID

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/RFP)

Emergency Bottled Water Supply Services

City of Hallsville, Boone County, Missouri

Issue Date: [Insert Date]

Submission Deadline: July 9, 2025 at 3:00 P.M.

Contact Person: Kenyetta Ridgway-Sample, City Administrator

1. Introduction

The City of Hallsville, Boone County, Missouri, is seeking proposals from qualified water bottling companies to provide bottled water to approximately 1,600 residents in the event of a natural or man-made disaster that disrupts the city's water supply. The objective is to establish a pre-arranged agreement for the timely provision and delivery of safe, potable bottled water to residents during emergency situations.

2. Scope of Work

The selected vendor(s) shall:

- Supply and deliver bottled water (preferably in gallon and/or 16.9 oz. bottles) to a designated location(s) in Hallsville within 24–48 hours of notification.
- Be capable of supplying sufficient water to meet daily drinking and cooking needs (minimum of 1 gallon per person per day).
- Provide pricing structure, including transportation and handling.
- Maintain readiness to respond to an emergency situation at any time.
- Comply with all FDA and Missouri Department of Health regulations concerning bottled water.

3. Proposal Requirements

Interested vendors should submit the following:

- Company overview, including years in business and relevant experience.
- Statement of ability to supply up to 5,000 gallons per week in an emergency.
- Detailed pricing (per gallon and case), including delivery fees.
- Response time capabilities.
- List of any subcontractors or third parties involved.
- References from past or current clients with similar services.
- Certificate of liability insurance and relevant business licenses.

4. Evaluation Criteria

Proposals will be evaluated based on:

- Cost and pricing structure (30%)
- Experience and references (25%)
- Response time and logistical capability (25%)

- Regulatory compliance and safety record (10%)
- Availability and customer service (10%)

5. Terms and Conditions

- The City reserves the right to reject any or all proposals.
- This RFQ/RFP does not obligate the City to award a contract or pay any costs incurred in preparing a response.
- The City may negotiate final terms with the selected vendor(s).
- This is a on-call agreement for emergency use only.
- No guarantee of work is implied.

6. Submission Instructions

Please submit your proposal in PDF format by July 9, 2025, at 3:00 P.M. to:

City of Hallsville

Attn: Kenyetta Ridgway-Sample, City Administrator

P.O. Box 170

Hallsville, MO 65255

Or

Cityhall@hallsvillemo.org

7. Questions

All questions regarding this RFQ/RFP must be submitted in writing by July 1, 2025 to the email address listed above.