

# MASTER REQUEST FOR PROPOSALS (RFP)

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## Issued by:

Kalamazoo Valley Habitat for Humanity  
1126 Gull Road, Kalamazoo, MI 49048  
269.344.2443

RFP Issue Date: March 1, 2026

Proposal Due Date: Rolling / Ongoing

## I. Organizational Background

Kalamazoo Valley Habitat for Humanity, Inc. (KVHH) is a nonprofit housing organization serving Kalamazoo and Allegan (Otsego and Plainwell) Counties. KVHH partners with qualified contractors and service providers to deliver home repair, accessibility, health, safety, and habitability improvements for income-qualified households, including older adults, individuals with disabilities, and families with limited resources.

## II. Purpose of this RFP

This Master RFP establishes a prequalified subcontractor pool. Contractors selected through this process may be eligible to receive work assignments on an as-needed basis. Inclusion in the pool does not guarantee work.

## III. Scope of Services

KVHH is soliciting proposals from subcontractors to provide one or more of the following services on an as-needed basis. Please check all categories for which your business is licensed, insured, and qualified to perform.

- General Construction & Repairs    HVAC & Mechanical    Electrical    Plumbing
- Insulation & Weatherization    Foundation & Concrete    Pest Control & Wildlife Removal
- Carpet Cleaning    Dumpster Rental & Debris Hauling    Moving & Relocation Services
- Extreme Clean-Out Services (non-hazardous)    Environmental Testing & Mold Remediation

## IV. Contractor Requirements

Respondents must meet the following minimum requirements:

- Valid State of Michigan Contractors license(s), where applicable
- Current Certificate of Insurance
- Ability to work in occupied homes; employees have completed background screening or consent to screening by KVHH
- Compliance with federal, state, and local regulations
- Compliance with lead-safe work practices when applicable
- Non-discrimination and equal opportunity compliance

## **V. Proposal Submission Requirements**

Proposals must include:

1. Business Information
2. Qualifications and Experience
3. Licensing and Insurance
4. Pricing Structure (rate sheets, unit pricing, or typical costs)

## **VI. Selection & Assignment Process**

KVHH will review proposals to determine whether contractors meet qualification and compliance requirements for inclusion in the subcontractor pool. KVHH may approve multiple subcontractors per service category.

Contractors in the pool may be selected for individual projects based on:

- Relevant experience and qualifications
- Ability to meet project scope and timelines
- Availability and responsiveness
- Cost reasonableness
- Past performance
- Program and funding source requirements

## **VII. Procurement & Funder Compliance**

Contractor selection for specific work assignments will follow KVHH procurement policy, procedures and applicable funding source requirements.

## **VIII. Submission Instructions**

Proposals may be submitted at any time and are reviewed on a rolling basis. Contractors may be contacted when their services align with upcoming project needs. Contact may not occur immediately after submission. Contractors are welcome to reach out to KVHH to provide updates or additional information about their services.

*Completed RFP submissions, including all required documentation, must be submitted to:  
Kalamazoo Valley Habitat for Humanity  
mailbox@habitatkalamazoo.org*

## **IX. Reservation of Rights**

KVHH reserves the right to reject any or all proposals, request additional information, negotiate scope or pricing, or cancel or reissue this RFP. KVHH conducts all procurement activities in accordance with its adopted procurement policy, internal control procedures, and all applicable funding source requirements.