



## **La Crosse County**

### **Request for Proposal**

#### **Health and Human Services Building Front Entrance Remodel.**

**March 4, 2024**

FACILITIES DEPARTMENT  
LA CROSSE COUNTY  
212 6<sup>th</sup> STREET NORTH, ROOM 1800; LA CROSSE WI 54601

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## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this Request for Proposal (RFP) is to replace and upgrade the front entrance vestibule area of the Health and Human Services Building. A date has been set for contractors to inspect the existing site; attendance is optional.

## Section 2 - Proposal Submittal Instructions

### 2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released**		March 4, 2024
Inspection of Existing Structure	1:00 p.m.	March 18, 2024
Submission of Proposals	1:00 p.m.	April 1, 2024
Public Works and Infrastructure Committee meeting**		April 8, 2024

A tour and inspection of the existing conditions at the project location will be held at 1 pm, on Monday, March 18, 2024. Attendance is optional.

Health and Human Services Building  
300 4<sup>th</sup> Street North  
La Crosse, WI 54601

\*\*Please note that this is the scheduled date as of the release of this RFP. It is the contractor's responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.lacrossecounty.org> or by contacting the County Clerk's office at 608-785-9623.

### 2.2 RFP location

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the contractor's responsibility to be aware of amendments that are posted on the web site. The address is:

<https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals>

### 2.3 Submission of Questions

Scope of Work Questions:

Ryan Westpfahl, Facilities Department, 608-785-9770  
[rwestpfahl@lacrossecounty.org](mailto:rwestpfahl@lacrossecounty.org)

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879  
[bjostad@lacrossecounty.org](mailto:bjostad@lacrossecounty.org)

## **2.4 Submission of Proposals**

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked **“Health and Human Services Front Entrance Remodel”**. **Contractors shall submit two (2) copies in paper format or one (1) copy in paper format and one (1) copy on a jump drive.**

**Sealed Proposals must be delivered no later than 1:00 pm, April 1, 2024 to:**

**Ryan Westpfahl  
Suite 1800, Facilities Department  
212 North 6<sup>th</sup> Street  
La Crosse, WI 54601**

**Proposals received after the above date and time will be returned unopened.**

## **2.5 Opening of Proposals**

The proposals will be publicly opened at 1:05 pm, April 1, 2024 in the following location:

Facilities Department  
Suite 1800, 212 North 6<sup>th</sup> Street  
La Crosse, WI 54601

At that time, the names of contractors who properly submitted proposals will be announced. Announcement of the names of the contractors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

## **2.6 Other information**

Contractors may submit any other information that is not described in this proposal that would be beneficial to the County. If in the contractor's opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County's attention and be included in the proposal.

## **2.7 Amendments to the RFP**

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the website. The address is:

<https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals>

## **2.8 Suspension and Debarment**

The successful vendor shall be required to sign a certification document stating they are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency. If the successful vendor cannot, in good faith, sign the certification document the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid.

## **Section 3 - Qualifications**

### **3.1 Contractor Information**

- A. Letter of introduction that includes name of contact person and contact information (email address, phone number, etc.). Include qualifications for experience with projects of similar size.
- B. Office location(s) that would service this proposal.
- C. Proposals should include a brief history and introduction of the company or firm, and the firm's understanding of the services to be performed.

### **3.2 References**

Provide a list of at least three public or private references for whom you have provided products/services like those proposed. References are to include agency name, address, contact person, title, phone number, email address and contract budget amount.

### **3.3 Insurance**

- A. Contractor agrees that in order to protect itself as well as La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, contractor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows:
  - 1. Workers' Compensation: minimum amount statutory
  - 2. Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
  - 3. Excess Liability Coverage: \$1,000,000 over the General Liability
- B. The Purchaser shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the contractor will furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall within five (5) working days cause notice in writing thereof to be given to contractor by certified mail, addressed to its post office address. Purchaser shall cooperate with contractor and its attorneys in defense of any action, suit, or other proceedings.

## **Section 4 - Scope of Work**

### **4.1 Introduction**

La Crosse County wishes to remove the current framing, glass, and doors that makes up the vestibule for the front entrance of the HHS building and replace with new, modern materials. The Health and Human Services address is 300 4th Street North, La Crosse, WI 54601.

A tour and inspection of the existing structure and project area is scheduled. See Section 2 for date/time. Attendance is not mandatory.

## 4.2 Scope of Work

Exterior section:

Note: Furnish and install 2 ea 2" x 4 1/2" clear anodized Tubelite door frames with sidelite between the 2 frames. Door openings to be 6080. Doors to be 4" medium stile with 10" bottom rail. Glass to be 1" gray tinted, Low E, tempered safety glass. See attached hardware list. Includes removal and disposal of old frames and doors. Includes caulking from frame to surroundings.

Interior section:

Note: Furnish and install 2 ea 1 3/4" x 4 1/2" clear anodized Tubelite door frames with sidelite between the 2 frames. Door openings to be 6080. Doors to be 4" medium stile with 10" bottom rail. Glass to be 1/4" clear tempered safety glass. See attached hardware list. Includes removal and disposal of old frames and doors. Includes caulking from frame to surroundings.

Proposal must provide sufficient documentation to define the Type of material that will be used. Such documentation may include but is not limited to contractor catalog sheets, general data sheets, drawings and sketches, technical specifications, and warranty information.

Contractor responsible for all state, county, and local permits.

## 4.3 Specifications

The following specifications are minimum acceptable requirements. Any specific reference to manufacturer(s) and or catalog/model/stock numbers provided is to establish the design, type of construction, quality, functional capability, and performance level desired. The contractor may offer an alternate product believed to be equal. Any alternative product(s) bid must be clearly identified by manufacturer and catalog, model, or stock number. Adequate detailed specifications of the product offered must be included with your proposal to establish equivalency and to ensure that the product being proposed meets all specifications. Failure to provide product specifications and information may disqualify your proposal. The County of La Crosse shall be the sole judge of equivalency and acceptability.

### Demolition:

- Includes removal and disposal of old frames and doors.
- Include temporary wall/doors.

### Installation:

- Includes caulking from frame to surroundings.
- Coordinate patch, paint, or repair at floor, walls, or ceiling to include carpet if needed.

Other notes:

- Building must be secure during demolition, prep, and reinstall of front entrance.
- Include expected timeframe entrance would not be usable so County can coordinate getting customers in and out.
- All colors, patterns, finishes to be chosen by La Crosse County

## Section 5 - How to respond to this RFP.

Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and succinct. Only those Contractors that provide complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposal at the County's discretion.

1. Contractor shall provide a written response and/or include documentation as specified in Section 3, Qualifications.
2. Contractor shall provide a written response and/or include documentation as specified in Section 4, Scope of Work.
3. Contractor shall complete and attach Contractor Signature Form.
4. Include warranty information.
5. Include product literature.
6. Refer to Section 2 for Submittal Instructions.

## Section 6 - Evaluation of Proposals

Desirable proposals achieve high standards in quality, safety, functionality, appearance, reliability, and maintenance. An evaluation team will review and score each proposal according to the evaluation criteria and point factors listed below.

<b>Evaluation Criteria for flooring project</b>	<b>Points</b>
Specifications	50
Material, durability, and warranty	50
Qualifications of the contractor	50
Price	50
Timeline	50
<b>Total</b>	<b>250</b>

The recommended proposal will be reviewed and approved by the La Crosse County Public Works and Infrastructure Committee. The successful proposer will be expected to enter a written contract with La Crosse County for the purchase and installation.

La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause. La Crosse County shall be free to allocate said proposals in any way most advantageous to the County.

## Section 7 - Terms and Conditions

- 7.1 La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
- 7.2 La Crosse County reserves the right to re-issue any requests for proposals.
- 7.3 Upon the selection of a finalist, La Crosse County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this contractor. If the County, for any reason, is unable to reach a final agreement with this contractor; the County reserves the right to reject such contractor and negotiate a final agreement with the contractor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.
- 7.4 Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a contractor's proposal or obtain additional information.
- 7.5 La Crosse County is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the County.

- 7.6 La Crosse County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
- 7.7 La Crosse County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the contractor.
- 7.8 The contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the contractor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.
- 7.9 The selected contractor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of La Crosse County.
- 7.10 No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of La Crosse County.
- 7.11 Should the selected contractor merge or be purchased by another individual or firm, contract continuation would be at La Crosse County's option.
- 7.12 Ownership of Proposals: All proposals submitted on time become the property of La Crosse County upon submission, and the proposals will not be returned to the contractor. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.
- 7.13 Public Records Law: All proposals are subject to the Wisconsin Public Records Law.
- 7.14 Other information: Contractor may submit any other information that is not described in this proposal that would be beneficial to La Crosse County. If in the contractor's opinion, the County has overlooked anything material or relevant, such item(s) may be brought to the County's attention and be included in the proposal.

**ATTACHMENT:**

- Contractor Signature Form
- Door plan and hardware list



**Health and Human Services Front Entrance Remodel -  
CONTRACTOR SIGNATURE FORM**

TO: Facilities Dept. – La Crosse County  
212 6th Street North, Room 1800  
La Crosse, WI 54601



**RFP closes at 1:00 p.m., April 1, 2024**

**Proposals will be opened at 1:05 p.m. on the same date and location.**

Demolition/Removal/Install complete vestibule: \$ \_\_\_\_\_

**Note: timeframe of demolition must coordinate with building installation date. County will provide at minimum a two-week lead-time for required completion date.**

Lead time for delivery and installation is \_\_\_\_\_ days after receipt of order

Installation Time Frame: \_\_\_\_\_

**Alternate – :** \$ \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Legal Name of Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Sales Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The above information and attached proposal is true and correct to the best of my knowledge. I have read and understand the requirements of this RFP for the Law Enforcement Center flooring project and agree to comply except as noted. The proposed fee shall include all labor, material, and equipment to provide the scope of work as described in this RFP. I understand that La Crosse County reserves the right to accept or reject any or all proposals without stated cause. I also understand that La Crosse County may allocate said proposals in any way most advantageous to the County.

Exceptions: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Contractor hereby acknowledges receipt/review of the following addendum(s), (if any)

Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_