



## **La Crosse County**

### **Request for Proposal**

#### **Hillview Long Term Care Soffit, Fascia, and Gutter Project**

**June 27, 2024**

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

## Table of Contents

<b>Section 1:</b>	<b>RFP Overview .....</b>	<b>3</b>
<b>Section 2:</b>	<b>Proposal Submittal Instructions.....</b>	<b>3</b>
<b>Section 3:</b>	<b>Qualifications .....</b>	<b>5</b>
<b>Section 4:</b>	<b>Scope of Work.....</b>	<b>5</b>
<b>Section 5:</b>	<b>How to respond to this RFP.....</b>	<b>6</b>
<b>Section 6:</b>	<b>Evaluation of Proposals .....</b>	<b>6</b>
<b>Section 7:</b>	<b>Terms and Conditions .....</b>	<b>7</b>
<b>Attachments:</b>	<b>Contractor Signature Form .....</b>	<b>9</b>
	<b>Floorplan.....</b>	<b>10</b>

## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this Request for Proposal (RFP) is to select a contractor to install soffit, fascia, and gutter around the entire roofline of the Hillview Long Term Care Facility. A date has been set for contractors to inspect the existing site.

## 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**		June 27, 2024
Inspection of project area	2:00 p.m.	July 10, 2024
Submission of Proposals	1:00 p.m.	July 23, 2024
Veterans, Aging, and Long Term Care Committee meeting**		Aug 6, 2024
Full County Board Approval		Aug 15, 2024

A tour and inspection of the existing system at the project location will be held at 2 pm, on Wednesday, July 10, 2024.

Hillview Health Care Center – meet at the front reception area  
3501 Park Lane Drive  
LaCrosse, 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>.

### 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 “**Hillview Soffit, Fascia, and Gutter Project**”. **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, July 23, 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.**

**Please note that address for submissions of proposals is not the job site location.**

## **2.5 Opening of Proposals**

The proposals will be publicly opened at 1:05 pm, July 23, 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>

## **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 and 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 have soffit, fascia, and gutter installed as part of the Hillview renovation project.

A tour and inspection of the existing structure and project area is scheduled. See Section 2 for date/time.

### **4.2 Scope of Work**

It is the intent of these specifications to install soffit, fascia, and gutter as outlined in the Specifications.

### 4.3 Specifications

- Install Soffit and Fascia on Hillview building at address 3501 Park Lane drive.
- Existing Fascia is at a 18.5 degree angle and will need to be adjusted and blocked or furred out to be made level for gutters to be installed.
- There will be recessed lights added in areas marked on a drawing that will need added blocking install, and coordination with County Master Electrician.
- The existing soffit vent screens need to be opened up to ensure ventilation.
- F-Channel to be fastened to the brick wall.
- All materials will be Base bid in aluminum (F-Channel, Soffit, Fascia)
- Include lumber as needed for the leveling of the fascia.
- Soffit to be installed level.
- Include all fasteners as needed.
- Color will be White.
- Gutter will be seamless; these can be quoted as an option or part of your base bid.
- Color will be white.
- Include all fasteners as needed.
- Include all downspouts as needed. Locate as far away from inside corners as possible and avoid hardscaped areas. Gutter and downspout size shall be increased where necessary to accommodate roof tributary area.
- Leaf guards can be added as an option.
- Alternates can be listed, and line itemed as cost adds or deducts.
- Provide layout plan/shop drawings and product data for approval by owner.

Project is projected to start Mid-August of 2024

### 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 Building/Vault/Installation</b>	<b>Points</b>
Specifications	40
Material, durability, and warranty	40
Qualifications of the contractor	40
Price	40
Timeline	40
<b>Total</b>	<b>200</b>

The recommended proposal will be reviewed and approved by the La Crosse County Veterans, Aging, and Long Term Care Committee. The successful proposer will be expected to enter into a written contract with La Crosse County for the purchase and installation of the equipment. 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.

**7.15** 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. The County may also elect to reject all proposals and re-issue a request for proposal.

**ATTACHMENT:**

- Contractor Signature Form
- Procurement Waiver
- Details
- Floorplan of building



**Hillview Soffit, Fascia, and Gutter Project -  
CONTRACTOR SIGNATURE FORM**



LA CROSSE COUNTY

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

**RFP closes at 1:00 p.m., July 23, 2024**  
**Proposals will be opened at 1:05 p.m. on the same date and location.**

**Option #1** – Soffit, Fascia, and Gutter work as listed in scope of work :\$ \_\_\_\_\_

**REMINDER: Include all attachments per specifications. Please itemize all features and specify variations from the minimum specifications.**

Lead time for project is \_\_\_\_\_ days after receipt of order

Project Time Frame: \_\_\_\_\_

**Alternate** – : other option that would be beneficial to the County \$ \_\_\_\_\_

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 Hillview Soffit, Fascia, and Gutter 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 # \_\_\_\_\_

## CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief that the applicant defined as the primary participant in accordance with 45 CFR Part 76, and its principles:

- (1) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- (2) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (3) are not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- (4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page.

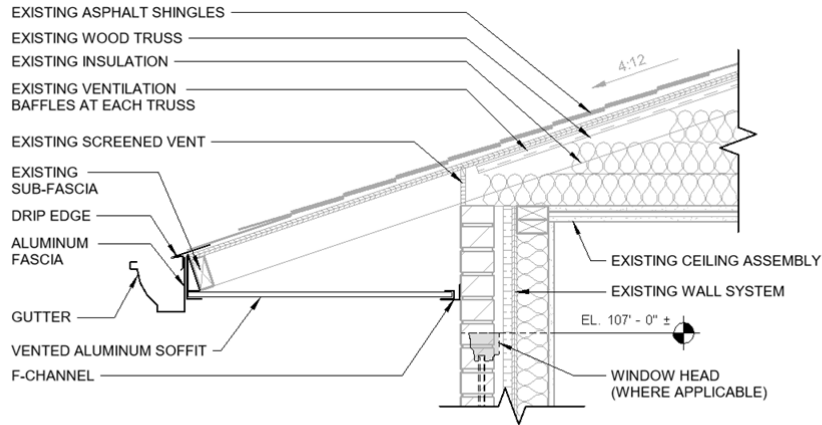
The applicant agrees that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, In-eligibility, and Voluntary Exclusion-Lower Tier Covered Transaction". Appendix B to 45 CFR Part 76 in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions.

VENDOR NAME \_\_\_\_\_

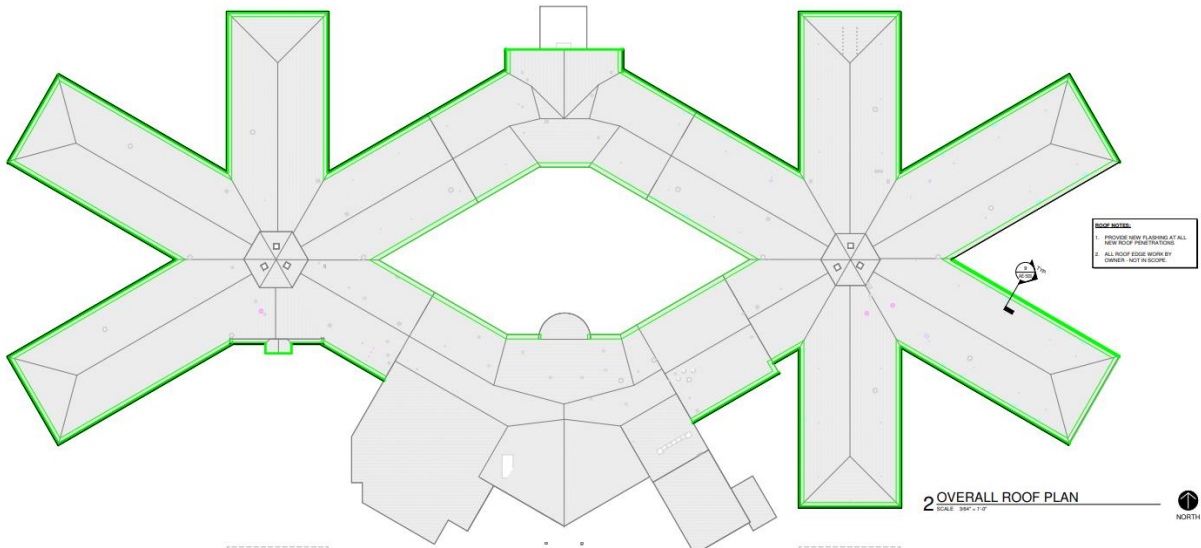
BY \_\_\_\_\_  
(Signature of official authorized to sign)

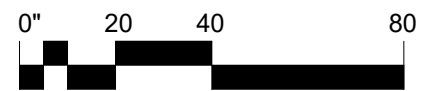
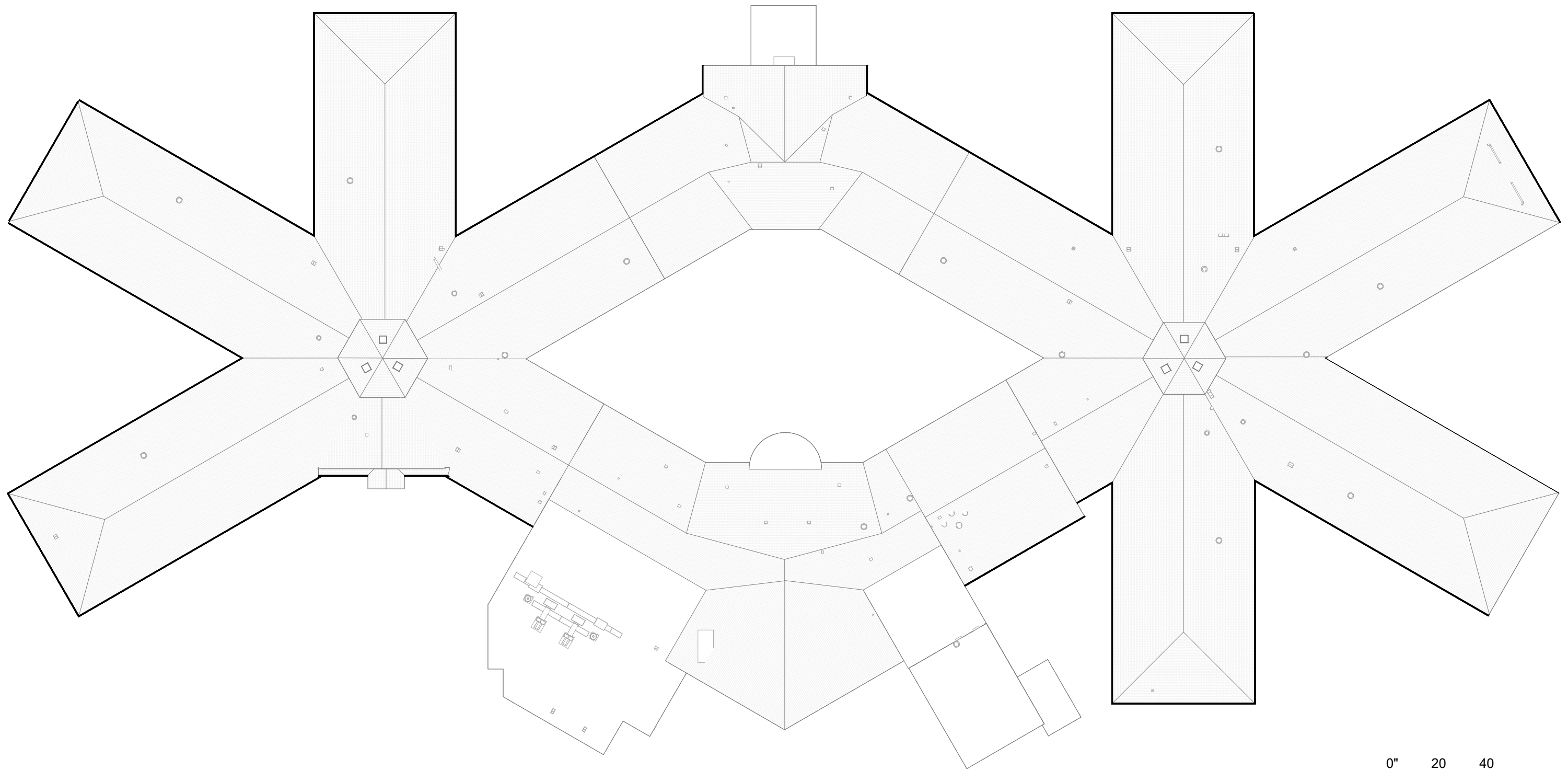
Date \_\_\_\_\_

# Roof details



## 3 ROOF DETAIL





SCALE: 1" = 40'

# OVERALL ROOF PLAN



project # 23470  
06/19/24

OA-103