



**La Crosse County**  
**Request for Proposal**

**Veterans Memorial  
Vault Toilet Facility**

**March 10, 2025**

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>7</b>
<b>Section 6:</b>	<b>Evaluation of Proposals .....</b>	<b>8</b>
<b>Section 7:</b>	<b>Terms and Conditions .....</b>	<b>8</b>
<b>Attachments:</b>	<b>Contractor Signature Form .....</b>	<b>10</b>

## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this Request for Proposal (RFP) is to select a contractor for building demolition as well as the purchase and installation of a prefabricated concrete quadruple vault toilet facility to be placed at Veterans Memorial Park in West Salem. There is an existing dual privy toilet building on the building site that must be demolished and removed prior to installation of the new facility. This new facility is to be installed at the same site. 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 10, 2025
Inspection of Existing Structure	1:00 p.m.	March 14, 2025
Submission of Proposals	1:00 p.m.	March 28, 2025
Public Works and Infrastructure Committee meeting**		April 7, 2025

A tour and inspection of the existing structure at the project location will be held at 1 pm, on Monday, March 14, 2025. Attendance is optional.

Veterans Memorial Park – meet at shelter #3  
N4668 County Road VP  
West Salem, WI 54669

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

### 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 “**Vets Concrete Vault Toilet Facility**”. **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, March 28, 2025 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, March 28, 2025 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 Certification Regarding Suspension and Debarment**

Vendors 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 building demolition and/or building/installing similar prefabricated concrete quadruple vault toilet facility 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 replace a concrete block dual vault toilet facility with a prefabricated concrete quadruple vault toilet facility. The facility is located within Veterans Memorial Park, a county park and campground located off Highway 16 in West Salem. Veterans Memorial Park's address is N4668 County Road VP, West Salem, WI 54669.

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

It is the intent of these specifications to obtain proposals for the demolition and removal of the existing toilet facility and vault and/or the purchase and onsite installation of a prefabricated concrete quadruple vault toilet facility. The existing concrete block toilet building and concrete vault on site must be demolished and removed prior to installation of the new facility. This new facility is to be installed at the same site. Basic landscaping and seeding of area after installation needs to be completed by contractor.

The new facility shall be ADA compliant and designed to fit the site. We are requesting an alternate bid to construct the facility to have electric rough-ins – overhead lights with motion switches in each stall and outside light with daylight sensor on front of building. Proposal must provide sufficient documentation to define the prefabricated concrete quadruple vault toilet facility. Such documentation may include but is not limited to contractor catalog sheets, general data sheets, drawings and sketches, technical specifications, and warranty information. Contractor is responsible for all state, county, and local permits.

We are seeking two proposals as well as an alternate proposal to the building. Contractor may bid on one option, two options and/or two options with alternate:

Option 1: Demolition of Existing Wooden Facility and Vault

Option 2: Building, Vault with Onsite Installation

Alternate 2.1: Construct Building Electrical Ready

## 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:

- Demolition, removal and disposal of the existing toilet facility and vault.
- La Crosse County will arrange for vault to be pumped prior to demolition.
- La Crosse County will disconnect electrical to building prior to demolition.
- Timeframe of demolition must coordinate with building installation date. County will provide at minimum a two-week lead-time for required completion date.

### Building:

- Building will be a quad privy.
- Building will be manufactured using concrete including the roof and fabricated to meet all local building codes requirements and to withstand heavy snow and high wind as happens in our region.
- Building design, materials, and material placement in each stall to meet A.D.A
- Paint to conform to all federal specifications or be similar “top-of-the-line components,” water repellant and appropriate for application to concrete.
- Interior: sanitary wall, ceiling and floor system that will not mildew, rot, or rust.
- ADA approved Unisex vault toilet signs and anchored into concrete.
- All colors to be chosen by La Crosse County.
- Building will be prefabricated and delivered complete and ready-to-use

### Each stall will contain the following:

- 1 galvanized steel entry door. Color chosen by La Crosse County. Hardware shall consist of rust resistant hinges, automatic closing mechanism, door stop, door sweep, kickplate on inside of door, lever handle lockset and dead bolt lock.

- 1 double coat hook, stainless steel.
- Stainless steel grab bars, meet ADA standards and affixed to withstand at minimum, 300-pound top loading.
- 1 plastic toilet riser.
- Urinal is not required.
- 1 lockable stainless steel toilet paper dispenser with a minimum three roll capacity and fastening system to withstand 300-pound top loading.
- Minimum 1 window or skylight with translucent glazing material.
- Minimum 1 wall vent, stainless steel painted.
- Minimum of 4" thick walls.
- Minimum of 5" thick floor.

Precast Water-tight Double Vault with permanent lid and lockable cleanouts:

- Minimum of 1,000 gallons capacity each side.
- Minimum of 4" thick reinforced concrete.
- Coat complete interior of vault and underside of floor slab or a vault liner.
- Sloped so waste will drain to the clean out end of the vault.
- Vault depth is 4'-5', same width as the exterior of the facility and 2'-4' longer than the facility to the rear of the facility.
- Vent pipes to be located on the back side of the building and screened to prevent wildlife entry.
- Minimum of 24" diameter manhole cover (lockable clean-out) installed at rear of building.
- Vent stack minimum 12" in diameter and a minimum 3' higher than the roof peak (highest point), installed in floor slab.

Installation:

- Earth Work to include excavation of the hole, compaction of the ground at the bottom of the hole, providing and installing aggregate bedding material and leveling sand for building support, compaction of the aggregate bedding material, crane for off-loading and setting the structure on the site, backfill and clean-up.
- Building must be ready to use after installation.

Alternate Proposal -- Construct building to be electrical ready.

- Building to have electric rough-ins – 3 (three) lights total (consists of one ceiling light in each stall and one outside light between the entrance doors) and 2 (two) switches. Stall lights to have motion switches. Outside light to have daylight sensor and no switch.
- Preference is to not have conduit exposed.
- No electrical subcontractor needed. La Crosse County will run electrical wiring.

## **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.

Option 1 – Evaluation Criteria for Demolition	Points
Contractor Qualifications	50
Price	50
Timeline	50
<b>Total</b>	<b>150</b>

Option 2 – Evaluation Criteria for Building/Vault/Installation	Points
Building Design/Specifications	50
Material, durability, and warranty	40
Qualifications of the contractor	40
Price	30
Timeline	40
<b>Total</b>	<b>200</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 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 Vendors 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
- Certification Regarding Suspension and Debarment

**VETERANS MEMORIAL PARK VAULT TOILET FACILITY -  
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., March 28, 2025**  
**Proposals will be opened at 1:05 p.m. on the same date and location.**

**Option #1** – Demolition/Removal: \$ \_\_\_\_\_  
**Note: timeframe of demolition must coordinate with building installation date. County will provide at minimum a two-week lead-time for required completion date.**

**Option #2** – Building and Installation: \$ \_\_\_\_\_  
Description of Building: \_\_\_\_\_  
\_\_\_\_\_

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

Lead time for delivery and installation is \_\_\_\_\_ days after receipt of order  
Installation Time Frame: \_\_\_\_\_

**Alternate** – Building Electrical Ready: \$ \_\_\_\_\_

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 Veterans Memorial Park Vault Toilet Facility 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 \_\_\_\_\_