

**Highway Department Heavy Duty Snow Build / Equipment Installation Contract**

 **Introduction**La Crosse County is seeking to enter into a 5-year build agreement on new patrol truck upfits and remounts of heavy-duty snow equipment.

**RFP Schedule**

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

|  |  |
| --- | --- |
| Activity | Date |
| RFP released | 08.20.2025 |
| Submission of proposals | 09.03.2025 |
| Onsite Vendor Tours, if needed | week of 09.15.2025 |
| Public Works and Infrastructure Committee Meeting  | 10.06.2025 |

###  Contacts for submission of Questions

Scope of Works:

Cathy Tschumper, Highway Department Shop Superintendent

 ctschum@lacrossecounty.org

 608.786.3841

Procurement Process questions:

Bryan Jostad, Purchasing Manager
bjostad@lacrossecounty.org

608.785.5879

**Scope of Work**

1. Objective: The purpose of this agreement is to establish a dedicated snow equipment installation partner to:
* Ensure fleet uniformity and consistency across all heavy-duty patrol trucks
* Support long-range planning and operational efficiency
* Effectively manage equipment lead-times and scheduling
* Standardization of parts
1. This agreement exclusively covers:
	* Upfitting of heavy-duty snow patrol trucks
	* Purchase and mounting of snow equipment
	* Remounting of existing equipment onto new or refurbished vehicles
2. Exclusions:
	* Routine repairs, accident repairs, and general maintenance are not included in the scope of this agreement.
* This build agreement does not include anything under 26,0000 GVWR
1. Communication
	* Vendors shall describe the communication between the Chassis Manufacturer, La Crosse County Highway Department, and the Equipment Installation Provider
2. La Crosse County Highway Department needs
	* No minimum amount of business must be completed within a calendar year, equipment installation will be solely based on La Crosse County needs

**Cost of the service**

1. Vendors shall provide equipment package pricing with a specific breakdown of costs

1. Vendors shall provide labor costs in relation to equipment package pricing
2. Vendors shall provide the formula or mechanization for increases in cost
 \*Cost increases must be mutually agreed upon between La Crosse County and
 the selected vendor
3. Vendors shall propose an invoicing schedule

**Vendor Qualifications

Organization Information**

Letter of introduction that includes name of contact person and contact information (email address, phone number, etc.).

**Relevant Experience**

 Organizations shall provide information regarding experience regarding heavy duty
 snow equipment installation and managing a build agreement

 **How to respond to this RFP.**

Provide a proposal that addresses the Scope of Work, Cost of the Service, and Vendor Qualifications.

**Evaluation of Proposals**

**Evaluation Criteria**

La Crosse County will evaluate the proposals using the criteria described below.

|  |  |
| --- | --- |
| Category | Points |
| Qualifications | 100 |
| Scope of Work | 100 |
| Cost of Project | 100 |
| Initial Evaluation Total | 300 |
| Vendor Tour, if needed  | 300 |
| Grand Total | 600 |

 **Initial Evaluation**

Proposal Review: Conducted by an Evaluation Team.

Tour Decision: Evaluation Team determines if onsite vendor tours are necessary.

Vendor Selection: If tours are needed, up to three top-ranked vendors will be selected.

Tour Scheduling: Planned for the week of September 15, 2025.

Tour Notification Deadline: Vendors will be informed of their tour status no later than
 4 PM on September 9, 2025.

**Vendor Tours**

The onsite vendor tour will include a facility walkthrough , followed by a Q&A session. Vendors should expect the onsite tour to last no longer than two (2) hours.

 **Submission of Proposals**\*RFP Terms and Conditions document is located on the La Crosse County RFP webpage
 <https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposal>

\*Vendors submitting a proposal are acknowledging they have read and understand the
 RFP Terms and Conditions. The successful vendor shall sign the Certification
 Regarding Suspension and Debarment which is located on the link above.

All proposals shall be submitted in complete original form using the [DemandStar Network](http://network.demandstar.com/for-government/) as the procurement information notification and document distribution system. ***DemandStar*** will also serve as the proposal collection destination.

**Proposals submitted will be marked as Equipment Installation and must be submitted to *DemandStar* no later than 10 am, CST, September 3, 2025**

**Proposals received after the above date and time will not be reviewed.

La Crosse and the selected Vendor retain the right to terminate this agreement with 90-day notice without cause. This clause will be placed in the contractual agreement.**

Opening of Proposals

The proposals will be publicly opened at 10:05 am, September 3rd, 2025, in the following location:

County Administrative Center
212 6th Street North
La Crosse, WI 54601

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

Vendors may attend the Opening of Proposals virtually. Please contact Bryan Jostad at least 24 hours in advance.

**End Of RFP**