

**Hillview Health Care Campus**

**3501 Park Lane Drive**

**La Crosse, WI 54601**

**Request for Proposal**

**Hillview Project FFE 2024/2025**

**Section 1 Introduction / Project / Service Description**

Hillview Health Care Campus is seeking bids for the purchase and delivery of select items for remodeled areas within the building located at 3501 Park Lane Drive, La Crosse, WI. Final selection of items will be based on the project's budget, design concept, and functional requirements.

Areas to be furnished:

* 35-bed Community Based Residential Facility (CBRF)
* 4-bed Dementia Stabilization Unit within the CBRF
* 10-bed Supportive Housing
* 26-bed Skilled Nursing Facility
* 10-bed State Licensed

**Section 2 Bid Schedule and Contact Information**

Below is a list of the important dates for activities related to the Bid process. La Crosse County reserves the right to change these dates and will notify vendors via email of any changes.

**2.1 Bid Schedule**

|  |  |
| --- | --- |
| Activity | Date |
| Bid released | 9/18/2024 |
| **Submission of Bids** | **10/16/2024, 10:00 am** |
| **Opening of Bids** | **10/16/2024, 10:05 am** |
| Review by Veterans, Aging, and Long-Term Care Committee Meeting | 11/5/2024 |
| Notification/Issue PO’s | 11/20/2024 |
| Delivery of items | 2/1/2025-4/4/2025 |

**2.2 Contacts for Submission of Questions**  
All communications, including any requests for clarification, concerning this Bid should be sent to both:  
  
Kelly Kramer  
Hillview Health Campus   
[kkramer@lacrossecounty.org](mailto:kkramer@lacrossecounty.org)  
608.519.9357

Molly Haugen   
Staff Development Coordinator  
[mhaugen@lacrossecounty.org](mailto:mhaugen@lacrossecounty.org)  
608.519.9365

Bryan Jostad-contact for questions re the procurement process  
Purchasing & Insurance Manager  
[bjostad@lacrossecounty.org](mailto:bjostad@lacrossecounty.org)  
608.785.5879

**Section 3 Scope of Work**

**3.1 Objective**The scope of this bid includes selecting vendor(s) to provide and ship chosen items to the designated area at Hillview Healthcare Campus within the agreed upon time frame. Additional project goals include choosing items that are fiscally responsible, durable, easily maintained, functional, visually pleasing, and conform to all local, state, and National building and fire codes and identified codes for life safety, SNF and CBRF codes as appropriate.

**3.2 Project Cost and Warranty**The Excel spreadsheet of the items for this bid is titled 8-2024 Hillview FFE and attached to this email. This Bid document and the Excel spreadsheet are also located on the County RFP webpage: [Requests For Proposals (lacrossecounty.org)](https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals)

1. Vendor may bid on items in any combination. As an example, vendors may bid on items individually, by manufacturer, etc.
2. Vendor may submit multiple options for items.
3. Vendor will indicate which items require assembly.
4. Vendor will indicate availability of GPO use.
5. Vendor to provide clear warranty information for each item.
6. All furniture fabrics should be appropriate for use in a health care setting, senior friendly with moisture and stain resistant. Resistant commercial fabrics. Features should be listed, and fabric cost included in price. Other color/pattern options will be considered.
7. Window treatments: Installer should field verify all items on the schedule to make sure the item will work in the location, and the size is correct for fabrication. Installer should verify window count.
8. Installer should include 2 trips to site for phased install. Include cost for each additional trip.
9. Shipping and unloading cost(s) may be included in item cost or listed separately with parameters included. Please indicate.

**3.3 Substitutions**The County will allow vendors to submit substitutions that meet or exceed the quality level and general features of the specified product. It is important that vendors correspond the Item# on the substitution spreadsheet with the Item# on the 8-2024 Hillview FFE listed in Section 3.2.

1. Vendor shall provide complete documentation for product substitution including a picture of each item.
2. Vendor shall provide the same warranty and need for assembly information for the substitution as for the specified product.
3. Substitutions shall be of a comparable finish or fabric as the original specification. Fabric features to be listed. Substitutions shall of the same measurements (where applicable) as the original specification.
4. **The County reserves the right to determine if a substitution meets or exceeds the quality level of the specified product; reserves the right to determine if the substituted product is of the same appearance value as the specified product; and reserves the right to determine if the Finish / Fabric and measurements are the same as the original specification.**
5. Vendors shall provide a substitution spreadsheet with the same column information as the spreadsheet titled 8-2024 Hillview FFE listed in Section 3.2

**3.4 Shipping and Inspection**

1. Vendor is responsible for coordinating all aspects of shipping, unloading, and movement of the item(s) to the designated storage area on the Hillview Health Care Campus. Use of powered loading dock may not always be available and must be coordinated with the contact person for delivery. Delivery services using a powered lift-gate are the responsibility of the vendor.
2. Hillview Health Care staff will be present to oversee the unloading and direct the placement of items in the designated storage area.
3. Hillview Health Care will accept delivery of items between the dates of February 1, 2025, and April 4, 2025 Product is not to be delivered prior to February 1st and all products shall be delivered by April 4th.
4. Vendor shall provide a minimum of three (3) business days’ notice before the delivery date to the contact person for delivery.
5. Delivery is to take place between 8:00 am and 12:00 pm, Monday – Friday.
6. The contact person for delivery will be:

Ken Rotar, Hillview Facilities Supervisor  
[krotar@lacrossecounty.org](mailto:krotar@lacrossecounty.org)  
608-789-4800

1. Hillview Health Care Maintenance Staff will complete inspection at two (2) points in the quality assurance process:
   1. At the time of delivery any damage to boxes, shipping materials, etc. will be documented.
   2. At the time of assembly any damage, defects, missing parts, etc. will be documented.
2. Hillview, as soon as reasonably possible, will contact the vendor regarding damaged items, defective items, or missing parts for specific items. Vendor is responsible for delivery of missing parts, the return of any damaged/defective item(s), and delivery of the replacement item(s). Hillview reserves the right to determine the need for total item replacement versus replacement of damaged parts/pieces. Ken Rotar must approve the replacement of any defective or damaged parts/pieces to make an item whole versus total replacement of item. Vendor is responsible for any costs associated with return of the damaged/defective part/piece (if desired) and delivery of the replacement part/piece or item.
3. Hillview Health Care will be responsible for the assembly of items, placing the   
   assembled items in the appropriate location, and disposal of all shipping material.

**Section 4 Submission of Proposals**

**4.1 Terms and Conditions**

Proposal Terms and Conditions are located on the La Crosse County RFP webpage at:

[terms-and-conditions-for-rfps-and-bids.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.lacrossecounty.org%2Fdocs%2Fdefault-source%2Frfp%2Fterms-and-conditions-for-rfps-and-bids.docx%3Fsfvrsn%3D7d872fbc_1&wdOrigin=BROWSELINK)

Vendors are responsible to review and abide by the Terms and Conditions.

**4.2 Proposal Submission**Vendors shall complete the Excel spreadsheet 8-2024 Hillview FFE for items they want to propose a bid for and provide warranty information for those items per Section 3.2.

Vendors shall provide a Substitutions Excel spreadsheet for any item’s substitutions proposed per Section 3.3.

The submission of a bid will serve as acknowledgement and understanding of Section 3.4 Shipping and Inspection. Vendorsare to submit a sealed proposal marked “Hillview Furniture Bid” which shall include one (1) copy in paper format and one (1) copy in an electronic format such as a jump drive / thumb drive that can be uploaded to a laptop. Proposals must be delivered no later than **10:00 am on October 16th, 2024**, to:  
  
Kelly Kramer  
Hillview Health Care   
3501 Park Lane Drive  
La Crosse, WI, 54601

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

**4.3 Opening of Proposals**

The proposals will be publicly opened at **10:05 am, October 16**, 2024, in the following location:

Hillview Health Care  
Boardroom   
3501 Park Lane Drive

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 request.

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

Bryan Jostad

Purchasing & Insurance Manager  
[bjostad@lacrossecounty.org](mailto:bjostad@lacrossecounty.org)  
608.785.5879

**End of Bid Document**