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**La Crosse County Solid Waste Department**

**Request for Proposal**

**Reuse Room Relocation**

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**Section 1-Request for Proposal (RFP) Overview**

* 1. **Overview**

The La Crosse County Solid Waste Department, herein referred to as the County, is seeking a qualified contractor to provide design and construction for a storage room in an existing pole shed at landfill complex.

**Section 2-Proposal Submittal Timeline**

1. **RFP Schedule**

The following is a list of dates for certain activities related to the RFP process:

Release of RFP…………………………………………………………..………………..…………….……….April 24th, 2025

Vendor Meeting……………………………………………………………………….……..………….…May 8th at 1:00 PM

Deadline for approved vendors to Submit Proposals……………………….…May 22nd, 2025 at 1:00 PM

Public Works and Infrastructure Committee……………….…………………………….………..…June 9th, 2025

**Vendor Meeting May 8th at 1:00 pm.** Questions regarding the RFP will be addressed during this meeting. The County may provide oral clarifications, explanations, or responses to inquiries; the County is not bound by any oral representation. Vendors must provide an email address to receive the meeting invitation.

Primary Contact:

Jackie Davis, Operations Coordinator, Solid Waste Department

Cell: (608) 790-1944

jdavis@lacrossecounty.org

Secondary Contact:

Jadd Stilwell, Director, Solid Waste Department

Direct: (608) 785-9769

jstilwell@lacrossecounty.org

1. **Request for Proposals Location and Amendments**

This RFP is posted on the La Crosse County website. 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 website. It is the vendor’s responsibility to be aware of amendments that are posted on the website. The address is: <https://www.lacrossecounty.org/RFP/default.htm>.

1. **Contacts Regarding Questions:**

Only those Contacts listed in one or more sections of this RFP may be contacted to discuss this RFP.

Procurement process questions:

Bryan Jostad

Purchasing Manager, Finance Department

(608) 785-5879

Jostad.Bryan@co.la-crosse.wi.us

**2.4 RFP Submittal**

RFP shall be submitted in complete original form. No faxed or emailed proposals will be accepted. The RFP shall be sealed and marked **“Reuse Room Relocation”.** Interested vendors shall submit one (1) copy of their proposal **in a paper form.**

**or (1) copy in an electronic format (jump drive)**

**Sealed proposals must be delivered no later than May 22nd, 2025, no later than 1:00 pm to:**

**Solid Waste Department
C/O Jadd Stilwell, Director
3200 Berlin Drive**

**La Crosse, WI 54601**

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

* 1. **Opening of Proposals**

Proposals received in compliance with this RFP will be publicly opened at 1:05 pm, May 22nd, 2025 in the following location:

La Crosse County Landfill
3200 Berlin Drive
La Crosse, WI 54601

At that time, the names of vendors who submitted a proposal(s) will be announced. Announcement of the names of the vendors who submitted a proposal(s) is not a guarantee that the proposal otherwise complied with the specifications of this RFP.

**2.6 Ownership of Proposals**

Proposals submitted on time become the property of the County upon submission, and the proposal will not be returned to the vendor. By submitting, the vendor agrees that the County may copy the proposal for purposes of facilitating the County’s evaluation.

**2.7 Other Information**

Vendors may submit any other information that is not described in this RFP that would be beneficial to the County. If in the interested vendor’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 for consideration.

**2.8 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

**2.9 Public View of Proposals**

To the extent permitted by law, it is the intention of the County to withhold the contents of the proposals from public view, until such times as competitive reasons no longer require non-disclosure, in the opinion of the County. At that time, all proposals will be made available in accordance with the Wisconsin Public Records Law. It is intended that proposals will be withheld until after the RFP process has been completed.

**2.10 Incurred Costs**

The County is not responsible for any costs incurred by the vendors in the preparation of a response to this RFP.

**Section 3-Terms and Conditions**

**3.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**3.2** The County reserves the right to re-issue any requests for proposals.

**3.3** Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the County, for any reason, is unable to reach a final agreement with this vendor; the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

**3.4** Clarification of proposals: The County reserves the right to obtain clarification of any point in a vendor’s proposal or obtain additional information.

**3.5** The 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.

**3.6** The 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.

**3.7** The 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 vendor.

**3.8** The Vendor 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 Vendor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.

**3.9**  The selected vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.

**3.10**  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 the County.

**3.11**  Should the selected vendor merge or be purchased by another individual or firm contract continuation would be at the County's option.

**3.12**  Insurance

 **3.12.1** Vendor agrees that in order to protect itself as well as the Purchaser and La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, Vendor 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 Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

* Workers’ Compensation: minimum amount statutory
* Comprehensive General Liability: $1,000,000 per occurrence and in aggregate for bodily injury and property damage
* Excess Liability coverage: $1,000,000 over the General Liability

**3.12.2** 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 Vendor 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 Vendor by certified mail, addressed to its post office address. Purchaser shall cooperate with Vendor and its attorneys in defense of any action, suit or other proceedings.

**3.13** 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 4 - Background**

La Crosse County is the hub of a regional solid waste management system that serves residents, businesses and industry in this County, and in several surrounding counties in Wisconsin, Iowa, and Minnesota. Our system provides reuse, resource recovery, recycling and disposal services, in addition to programs designed to reduce the toxicity of various waste streams. As a publicly-owned, privately-operated system, we are focused on managing waste locally. This full-service approach is vital to our environmental and economic sustainability.

The existing Reuse Room is a self-service storage room for small, containerized volumes of commercial products. Users are able to take these products at no-charge. For efficiency and safety, the room is being relocated to a different building.

The selected contractor will provide design and construction for a standard frame and drywall structure approximately 32’ W x 72’ L x 8 H (contractor to verify) inside an existing steel pole shed.

**Section 5 – Scope of Work**

Vendor will provide design (Reviewed by County), permitting, materials and installation for a room and associated components to meet safety, ADA, and regulatory requirements.

Including Design; State and local submittals and permit fees as applicable; Walls and ceiling must meet 1 hour fire rating requirements (general material design will need to be submitted with bid), insulation of walls and ceiling to code, re-frame current exterior access door (re-use or replace door) electrical lighting to meet new ceiling elevation (min. 4 lights), single unit - wall mounted (electrical) heating and cooling unit, switch activated ventilation to building exterior, new interior door with outward swing, both door handles replaced with pin access door handles and epoxy existing concrete floor (5 yr rating).

**Section 6-Cost**

Vendors shall complete **Appendix A -Bid Form** on page 9 and return with proposal.

**Section 7- Evaluation of Proposals**

7.1 Evaluation Criteria

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

|  |  |
| --- | --- |
| Category | Points |
| Qualifications | 30 |
| Cost | 70 |
| Evaluation Total | 100 |

7.2 Evaluation

The proposals will be reviewed by an evaluation team. Each proposal shall receive an evaluation.

7.3 Final Approval of Vendor
The evaluation team will make a recommendation to the Public Works and Infrastructure Committee in June 2025. The Public Works and Infrastructure Committee will vote on this recommendation to approve or reject. Selected contractor will have six months to complete design, approvals and construction of space. Substantial completion by December 15th, 2025. All workmanship and materials will carry a minimum one-year warranty.

**Appendix A: Bid Form 1**

Design, Permitting and Approval, Materials, Installation, Project Management and Oversight

***Total Bid***  $\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed materials and general design for walls and ceiling to meet 1 hour fire rating requirement.