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**NOTE:** This project consist of two separate bids. This one is for the **Concrete Floor and Bathroom**. The second bid is for the **Plumbing**. It will be necessary for the successful bidder(s) to coordinate their times and work together to complete this project.

**NOTE: Construction Site Viewing will be March 26<sup>th</sup> at 10 A.M.**  
**All Potential Bidders are invited to attend**

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## 1. INTRODUCTION

### ***PROJECT OVERVIEW***

The Lincoln County Maintenance Department is requesting proposals to install a new concrete floor and single bathroom in the Maintenance Shop, located near the Lincoln County Highway Shop on Cooper Street, Merrill, WI 54452.

### ***FLOOR OVERVIEW***

The existing concrete floor (approximately 2,000 sq. ft.) must be removed and hauled away. At this point, time will be allowed for the Plumber to install all necessary plumbing (catch basin, bathroom plumbing, utility sink, condensate drain, \*trench drains) to complete the job. The sight can then be prepared for a tapered floor and the concrete poured. A single unisex bathroom will also be constructed at this location.

The County is currently looking for potential vendors who can provide all services necessary to remove and install a new concrete floor and construct a bathroom at the Maintenance Shop Building.

### ***OVERVIEW OF THE CURRENT DEMOGRAPHICS AND ENVIRONMENT***

The County is located in North Central Wisconsin and is 16 miles north of Wausau. The area is served by two (2) major highways, STH 64 and USH 51. The County encompasses 900 square miles and ranks 21<sup>st</sup> in size among the State's 72 counties. The population at the 2000 census was listed at 29,142. Lincoln County has two (2) major cities, Merrill and Tomahawk, with Merrill serving as the County seat. There are 16 townships in the County.

The local economy is extremely diverse with substantial year round tourist traffic. The County has numerous campgrounds and resorts. There are over 280 miles of snowmobile trails, 50 miles of cross-country ski trails and over 700 lakes. Lincoln County has worked to promote the development of affordable housing for entry-level workers. County growth is well planned and maintained and has been approximately 10% in the past ten (10) years. Lincoln County is a Supervisor form of Municipal Government. Lincoln County is divided into 22 Supervisory Districts, which elect 22 Supervisors. The Supervisors are elected for two (2) year terms.

With the current population of approximately 10,750, the City of Merrill is the largest municipality within Lincoln County and is known as "The City of Parks." The second largest city in the County is Tomahawk, with a population of approximately 3,500 and is commonly called "The Gateway to the North." As the County continues to grow, many more changes are expected to occur which could create opportunities and challenges for the County.

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## 1. INTRODUCTION

### ***PROJECT INTENT***

The Lincoln County Maintenance Department desires to remove and replace the concrete floor and construct a bathroom in the Maintenance Shop located near the Lincoln County High Way Shop on Cooper Street, Merrill, WI 54452.

**This proposal is intended to solicit as many competitive bids as possible.**

Proposals are being sought through this RFP for acquisition of:

- Removal and haul away the existing concrete floor (approximately 2000 square feet).
- Install and finish a new concrete floor with a minimum 4,000 psi. and all necessary reinforcing and expansion material. This floor will be installed at a slope to accommodate a newly installed catch basin and possible trench drains for proper drainage.
- Construct a finished bathroom, approximately 8'x8' in south west corner with a 3/0 X 6/8 steel door with privacy lock. The bathroom must be built to accommodate all necessary plumbing and electrical.

### ***RFP OUTLINE***

- Chapter 2 – General Instructions: This section contains instructions and guidelines on how to submit a proposal and what needs to be included in the contents and format. The evaluation process and criteria that will be utilized in the review of the proposals is also described in this section.
  - Chapter 3 – Corporate Information: This section is designed to provide Lincoln County with a common basis for evaluation of the vendor responses.
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### ***SUBMISSION OF PROPOSALS***

Until **2:00 PM (CST) April 9, 2013**, the Lincoln County Maintenance Department (Attn: Maintenance Director, Rusty DeBroux) will accept sealed bids for the removal and installation of a new concrete floor and bathroom in the Maintenance Shop located near the Highway Shop on Cooper and North Sales St, Merrill, WI. Bids will be opened and publicly read in the Maintenance Office (Room 158) at the Lincoln County Service Center, 801 North Sales Street, Merrill, WI at 2:00 PM (CST) on April 9, 2013.

The scope of the work shall include removal and hauling away of the existing concrete floor, approximately 39x49, and 8x8. After the plumbing is installed, a new concrete floor will be poured (minimum 4000 psi) at the adequate slope to allow for proper drainage to a catch basin and possible trench drains. The floor must be finished and sealed to acceptable standards. The bid shall also include the construction of a single bathroom approximately 8x8 with finished floor, ceiling and walls with a 3/0 x 6/8 steel door and privacy lock. The bid shall include all necessary materials, such as, but not limited to (reinforcing rod and or wire, expansion material, concrete sealer, concrete block, motor, drywall and/or plaster board, lumber, and all necessary finishing materials) to complete the job at the Maintenance Shop located near the Lincoln County Highway Shop on Cooper and North Sales St, Merrill, WI. Invitation for sealed proposals may be obtained from 7:00 AM – 4:00 PM on Monday through Friday (except legal holidays) from Maintenance Director, Rusty DeBroux, at Lincoln County Government Service Center, 801 North Sales Street, Merrill, WI 54452. Questions may be directed to Rusty DeBroux at (715) 536-0347.

Lincoln County reserves the right to accept or reject any, or all, proposals, in whole or in part, received in response to this invitation, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified vendors in any manner necessary to serve the best interest of Lincoln County. Lincoln County also reserves the right, in its sole discretion, to award a contract based upon the written proposals received without prior discussion or negotiation with respect to those proposals.

All suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Lincoln County. Lincoln County reserves the right to cancel any order or contract for failure of the successful bidder to comply with the terms, conditions and specifications of the proposal request and/or contract.

All proposals will be addressed to Lincoln County Maintenance Department (Attn: Maintenance Director), 801 North Sales Street, Merrill, WI 54452, or delivered to the Lincoln County Maintenance Department. Proposals must be received by the deadline of 2:00 PM (CST) on April 9<sup>th</sup>, 2013, after which proposals will not be accepted. Late responses will not be accepted and will be returned unopened and will not be considered. Mark outside of the envelope **“Proposal for MAINTENANCE SHOP FLOOR PROJECT”**. **Proposals by email or fax will not be accepted.**

- Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.
  - All proposals submitted will be binding for one hundred fifty (150) calendar days unless bidder(s), upon request of the County, agree to an extension.
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## 2. GENERAL INSTRUCTIONS

Supplier/vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hire tenure, terms, conditions or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

The County recognizes that all manufacturers' product specifications are different. All potential suppliers are requested to propose a concrete floor and bathroom that most closely matches the specifications as described herein.

Proposers are required to follow the outlined format and submit one (1) original and two (2) copies of the proposal to Lincoln County Maintenance Department, as listed above.

**\* See attached Specification Section #07531**

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## 2. GENERAL INSTRUCTIONS

### ***SCHEDULE OF EVENTS***

It is intended that the following dates will govern the procurement:

<b><i>EVENT</i></b>	<b><i>SCHEDULED DATE</i></b>	<b><i>TIME (all CST)</i></b>
Release of RFP	March 22, 2013	6:00 AM
Proposals Due	April 9, 2013	2:00 PM
Proposals Opened	April 9, 2013	2:00 PM
Reference Checks/Visits	April 9-19, 2013	
Vendor Selection	April 22, 2013	
Completion Date	June 14, 2013	

### ***OVERVIEW OF REQUEST FOR PROPOSAL***

Lincoln County is interested in contracting with a contractor to remove and replace the concrete floor and construct a bathroom in the Maintenance Shop located near the Highway Shop on Cooper and North Sales Street, Merrill, WI 54452.

It is the intent of this specification to describe the minimum requirements for a concrete floor and bathroom for Lincoln County. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

#### **Non-Appropriation Clause:**

Continuation of this agreement beyond December 31 of any year is contingent upon appropriation of funds by the authorized County Officials.

### ***QUESTIONS AND CLARIFICATIONS***

Technical questions regarding details and requirements of this request for proposal may be referred to:

Lincoln County Maintenance Director  
Rusty DeBroux  
801 North Sales Street, Merrill, WI 54452  
715-536-0347

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## 2. GENERAL INSTRUCTIONS

### ***INSURANCE REQUIREMENTS***

See Exhibit "A" at the end of this chapter.

### ***PROPOSAL***

Potential suppliers must compete by responding to all requests for pricing and information, sign and return the attached proposal. Lincoln County will not reimburse the cost of preparing a response to this RFP. ***Chapter 3 must be completely filled out and returned in order as the first part of your proposal.***

Supplier will be required to sign a standard Lincoln County Contractor Agreement.

### ***QUALIFIED SUPPLIER***

A qualified supplier must:

- A. Be continuously and regularly engaged in providing the goods and services described.
- B. Have support capabilities that enable quick response to potential problems at the Maintenance Shop project located near the Highway Shop in Merrill Wisconsin.
- C. Meet the requirements as set forth in this Request for Proposal.

### ***MULTIPLE PROPOSALS***

Vendors may submit multiple proposals for the requirements of this RFP. However, each proposal must stand-alone, comply with all instructions in this document and not be dependent on the acceptance of any other proposal. Each proposal must be clearly marked Proposal #1, Proposal #2, etc., on the cover page.

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## 2. GENERAL INSTRUCTIONS

### ***CONTRACTUAL ISSUES***

#### **Inclusion of RFP and Vendor Response in Final Contract**

The vendor must be willing to make the RFP and the terms of their proposal part of the final contract with Lincoln County.

#### **Warranty of Work**

Lincoln County expects that the vendor will warrant that the work will be conducted with the usual diligence of the profession.

#### **Payment Schedule**

Payments should be based on an agreed upon, clearly defined, schedule of milestones.

### ***VENDOR PROPOSAL FORMAT***

The vendor shall provide completed forms and schedules and other information as required in the RFP. To assist Lincoln County in the evaluation of the proposals vendors are instructed to submit their responses in three (3) ring binder format to allow for the separate examination of the various sections of the vendor's response. Proposals are to be numbered using similar sections and page numbering schemes as used in this RFP. ***Chapter 3 is to be completely filled out and returned as the first section of your proposal.***

A cover letter is to be submitted on your letterhead signed by the responsible official in your organization, certifying the accuracy of all information in your proposal, and certifying that your proposal will remain valid for 150 days from the date you submit it. It should also include the names of the individuals within the company to contact for technical, pricing, and contractual questions.

### ***EVALUATION PROCESS***

Lincoln County will review all timely vendor responses. The following criteria, listed in no particular order of importance, will be used to evaluate the proposals:

- Company background
  - Responsiveness to the RFP
  - Financial data and vendor viability
  - Client references
-

## 2. GENERAL INSTRUCTIONS

- Sub-Contractor utilization and information
- Delivery and installation schedules
- Initial and on-going system costs
- Completeness of proposal
- Vendor's acceptance of Lincoln County's contract requirements

Proposals will be evaluated against the specifications presented in each section of the RFP. A proposal may, or may not, be eliminated from consideration for failure to comply with one (1) or more of the requirements, depending on the critical nature of the requirements.

The award of a contract pursuant to this RFP will be made to that responsive and responsible vendor(s) whose proposal is determined to have the greatest overall benefit to Lincoln County for the life of the system. Lincoln County reserves the right to reject all responses.

1. Contractor to follow all Federal, State and Local regulations, standards, codes and rules governing applicable building trades and asbestos abatement (if applicable).
  2. Confirmation shall be received from the Contractor that all required permits, notices and fees have been obtained/filed before any work proceeds.
  3. If applicable, confirmation shall be received from the Contractor that the Contractor has a valid and current asbestos abatement license from the state where the work is to be performed before any abatement work proceeds. A copy of this license shall be on-site at all times during any abatement.
  4. Confirmation shall be received from the Contractor that all asbestos workers and supervisors have current licenses, training certificates, fit tests and medical evaluations before any abatement work proceeds. Copies of these documents shall be on-site at all times during any abatement.
  5. Contractor shall have a project supervisor on-site at all times who will be responsible for all communications between the Contractor and Lincoln County.
  6. Contractor to allow inspections of work site by all Federal, State and Local regulatory agencies who have proper credentials with them.
  7. Contractor will attend a pre-construction meeting if deemed necessary by Lincoln County.
  8. Contractor to have the following insurance for this project.
-

## 2. GENERAL INSTRUCTIONS

### EXHIBIT A INSURANCE REQUIREMENTS

I. Supplier shall, furnish County with Certificate of Insurance indicating proof of the following Insurance from companies licensed in the State:

- A. **Workers Compensation and Employers' Liability** Worker's Compensation statutory - in compliance with the Worker's Compensation Law of the State and Employers' Liability Insurance with a limit not less than \$100,000 each accident.
- B. **Comprehensive or Commercial General Liability** with a minimum limit of \$1,000,000 per occurrence, \$1,000,000 if aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not limited to, the following coverage:
1. Premises - Operations
  2. Products and Completed Operations
  3. Broad Form Property Damage
  4. Contractual
  5. Personal Injury

If excavating, underground, or collapse is involved the limits of liability stated above shall be changed to \$2,000,000.

If Asbestos is involved, the limits of liability stated above shall be changed to \$5,000,000.

- C. **Professional Liability** with a minimum limit of \$1,000,000 for Injury to any person/ \$1,000,000 aggregate.
- D. **Automobile Liability** with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all of the following:
1. Owned Automobiles
  2. Hired Automobiles
  3. Non-Owned Automobiles

II. The certificate shall list the **Certificate Holder and address as Follows:** Lincoln County, 801 North Sales Street, Merrill, Wisconsin 54452.

III. Such insurance shall include under the **General Liability and Automobile Liability Policies** Lincoln County, its employees, elected officials, representatives, and members of its boards and/or commissions as "**Additional Insured's**".

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## 2. GENERAL INSTRUCTIONS

**IV.** Such insurance shall include a **thirty (30) day notice to the County prior to cancellation or material policy change.** The notice shall be given to Lincoln County Maintenance Department, 801 North Sales Street, Merrill, Wisconsin 54452. **NOTE: Standard Cancellation Clause on a Certificate of Insurance is not acceptable.**

**V.** Supplier shall require sub supplier; if applicable, to furnish identical Certificates of Insurance to Lincoln County prior to contract taking effect.

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**3. CORPORATE AND PROPOSAL INFORMATION**

***CORPORATE INFORMATION***

Contractor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Contact - Title \_\_\_\_\_  
Phone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
Email Address \_\_\_\_\_

\_\_\_\_\_  
Length of Time in Business: \_\_\_\_\_

Number of Installed Accounts: \_\_\_\_\_

Size of Full-Time Support Staff: \_\_\_\_\_

Number of Personnel Trained:

Annual Revenue Last Three Years:

2010 -

2011 -

2012 - \_\_\_\_\_

### 3. CORPORATE AND PROPOSAL INFORMATION

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<b>References (please list at least 5)</b>	<u>Roofing System Installed or Sold</u>	<u>Date of Installation or Sale</u>	<u>Year Warranty of Roofing System</u>
Name:			
Address:			
Population:			
Phone:			
Contact:			
Name:			
Address:			
Population:			
Phone:			
Contact:			
Name:			
Address:			
Population:			
Phone:			
Contact:			

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## 3. CORPORATE AND PROPOSAL INFORMATION

<b>References (please list at least 5)</b>	<u>Roofing System Installed or Sold</u>	<u>Date of Installation or Sale</u>	<u>Year Warranty of Roofing System</u>
Name:			
Address:			
Population:			
Phone:			
Contact:			
Name:			
Address:			
Population:			
Phone:			
Contact:			

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## 4. SPECIFICATION SECTION # 07531

### CONCRETE FLOOR / BATHROOM

#### PART 1 - GENERAL

##### 1.01 SUMMARY

###### A. Section Includes:

1. Concrete Floor
  - a. Minimum 4,000 psi
  - b. Approved re-bar and/or wire
  - c. Approve expansion material
  - d. Adequate slope for proper drainage
  - e. Appropriate finishing of Concrete surface
  - f. Concrete sealer
  
2. Bathroom.
  - a. Concrete Floor
  - b. 6" block 8' high (3 walls) painted
  - c. Drywall or plaster 4<sup>th</sup> wall and ceiling, trim, finish and paint
  - d. 2X8 ceiling joist with plywood above for storage
  - e. Extend out and trim existing widow to meet wall surface
  - f. 3/0 X 6/8 steel frame and door with privacy lock

**NOTE: Additional materials not listed above but needed to complete this project to acceptable standards must be provided and included in this BID.**

##### 1.02 SUBMITTALS

###### A. Shop Drawings:

1. Concrete floor layout
2. Reinforcing material layout
3. Expansion material layout
4. Bathroom plan layout (floor, walls and ceiling)

END OF SECTION

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