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

NOTE: Bidders must submit an alternate to their BID to add, (2) **15' TRENCH DRAINS**.
(Alternate Bid shall include the two drains and Labor for installation)

NOTE: Construction Site Viewing will be March 26th, 2013 at 10 A.M.
All Potential Bidders are invited to attend

1. INTRODUCTION

PROJECT OVERVIEW

The Lincoln County Maintenance Department is requesting proposals to install new water and sewer along with all necessary plumbing for a single bathroom, catch basin, utility sink, hose station and condensate drain. This will also require all necessary permitting and a well abandonment. This project will be done at our Maintenance Shop, located near the Lincoln County Highway Shop on Cooper Street, Merrill, WI 54452.

PLUMBING OVERVIEW

The County is currently looking for potential vendors who can provide all services necessary to complete this project 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 21st 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.

1. INTRODUCTION

PROJECT INTENT

The Lincoln County Maintenance Department desires to have all the necessary plumbing to provide water and sewer to our 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:

- Install sewer and water off of Sales Street to our Maintenance Shop.
- Install all necessary plumbing, to a single bathroom, catch basin, *(trench drains), utility sink and hose station with hot and cold water and a condensate drain.
- Include necessary fixtures, faucets, ADA grab bars, hot water heater.
- Include all hook ups and labor
- Include all necessary permitting
- Include a well abandonment and file DNR required paperwork

*Two 15' (trench drains) as an alternate bid

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
-

2. GENERAL INSTRUCTIONS

SUBMISSION OF PROPOSALS

Until **2:00 PM (CST) on April 8th 2013**, the Lincoln County Maintenance Department (Attn: Maintenance Director, Rusty DeBroux) will accept sealed bids to provide sewer and water and necessary plumbing to 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 8th, 2013.

The scope of the work shall include installing sewer and water, including excavating and back filling necessary permitting and tapping fees, to the Maintenance Shop. Include all necessary plumbing for a catch basin in the center of the Maintenance Shop floor area, the necessary plumbing for a single bathroom with one toilet, sink, along with a utility sink and hose station with hot and cold water, and include one condensate drain. Include a well abandonment and filling necessary paper work with DNR. This Bid shall include all labor, hookups, fixtures and material to complete this project, in 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 8th, 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 PLUMBING 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 the installation of Water and Sewer and all Plumbing 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**

2. GENERAL INSTRUCTIONS

SCHEDULE OF EVENTS

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

<i>EVENT</i>	<i>SCHEDULED DATE</i>	<i>TIME (all CST)</i>
Release of RFP	March 22, 2013	6:00 AM
Proposals Due	April 8, 2013	2:00 PM
Proposals Opened	April 8, 2013	2:00 PM
Reference Checks/Visits	April 8-19, 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 install sewer and water and necessary plumbing to our 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 this project 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

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.

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**".

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.

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

References (please list at least 5)	<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:			

3. CORPORATE AND PROPOSAL INFORMATION

References (please list at least 5)	<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:			

SPECIFICATION SECTION # 07531
(WATER and SEWER/ PLUMBING)

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:

1. Water and Sewer (Exterior Plumbing)
 - a. Approximately 145' run off Sales Street with 4" PVC sewer lines and 1 1/2" poly water lines with taps
 - b. Street Opening Permit and Tapping Fees
 - c. Curb and Gutter/Sidewalk
 - d. Signs and Traffic Plan
 - e. Excavation and Backfill
 - f. Labor

2. Interior Plumbing:
 - a. Wall Hung Lavatory, Faucet with Strainer and Trap Wrap
 - b. Floor Drains (2)
 - c. 17W or 17F Laundry/Hand Wash Sink and Faucets
 - d. Set of ADA Grab Bars
 - e. 50 Gal. Natural Gas Sealed Combustion Water Heater, Power Vent, and Gas Piping
 - f. Catch Basin with Cast Iron Frame and Grate
 - g. Hose Station with Hot and Cold Water with backflow prevention
 - h. PVC, Drains, Waste, and Vent Rough In
 - i. Pex and Copper Water Line Rough In
 - j. Fixture Connections
 - k. Well Abandonment and File DNR Required Paperwork
 - l. Water Meter Tie In
 - m. Roof Penetration
 - n. Labor

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. Sewer and Water layout
2. Interior Plumbing layout

End of Section
