



# RFP

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## *Lincoln County Maintenance Shop Roof*

To Whom it May Concern:

The Lincoln County Maintenance Department is requesting proposals to install a new metal roof on the Maintenance Shop located at 100 Cooper Street, Merrill, WI 54452.

The current roof consists of a wood base with asphalt shingles. The shingled roof is in need of repair and updated to a steel roofing material.

The County is currently looking for potential vendors who can provide all services necessary to cover the existing roof with metal at the Maintenance shop location.

*June 19<sup>th</sup>, 2014*

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## 1. INTRODUCTION

### ***PROJECT OVERVIEW***

The Lincoln County Maintenance Department is requesting proposals to install a new metal roof on the Maintenance Shop located at 100 Cooper Street, Merrill, WI 54452.

### ***ROOF OVERVIEW***

The current roof consists of a wood base with asphalt shingles. The shingled roof is in need of repair and updated to a steel roofing material.

The County is currently looking for potential vendors who can provide all services necessary to cover the existing roof with metal at the Maintenance shop location.

### ***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 44<sup>th</sup> in size among the State's 72 counties. The population at the 2010 census was listed at 28,684. 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 314 miles of snowmobile trails, 196 miles of winter ATV 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. 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 9,661, 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 3,397 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 replace the roof on the Maintenance Shop 100 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:

- A new roof for the Maintenance Shop with a 30 year warranty against fade and chalk and  
A 5 year warranty against edge rust from acid rain (minimum).
- Disposal of all materials must be at the Lincoln County Landfill located at N4750 Landfill Lane, Merrill, WI 54452 (715-536-9636).

## 1. INTRODUCTION

### ***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 July 3<sup>rd</sup>, 2014**, the Lincoln County Maintenance Department (Attn: Maintenance Director, Patrick Gierl) will accept sealed bids for the installation of a new roof on the Maintenance shop located at 100 Cooper 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 July 7<sup>th</sup>, 2014.

The scope of the work shall include installation of roofing steel, minimum 29 ga, over existing shingles with 1x 4 furring strips (minimum) and include all necessary material to complete the roof to comply with acceptable standards. The bid shall also include a continuous ridge vent and gable vents on each end of the Maintenance shop located at 100 Cooper 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, Patrick Gierl, at Lincoln County Government Service Center, 801 North Sales Street, Merrill, WI 54452. Questions may be directed to Patrick Gierl 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 July 3<sup>rd</sup>, 2014, 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 ROOFING 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.

## 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 roofing system 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:

<b>EVENT</b>	<b>SCHEDULED DATE</b>	<b>TIME (all CST)</b>
Release of RFP	June 19 <sup>th</sup> , 2014-July 3 <sup>rd</sup> , 2014	6:00 AM
Proposals Due	July 3 <sup>rd</sup> , 2014	2:00 PM
Proposals Opened	July 7 <sup>th</sup> , 2014	2:00 PM
Reference Checks/Visits	July 7 <sup>th</sup> -July 8 <sup>th</sup> , 2014	
Vendor Selection	July 8 <sup>th</sup> , 2014	7:00 PM
Completion Date	August 29 <sup>th</sup> , 2014	Close of business

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

Lincoln County is interested in contracting with a contractor to cover the existing roof with metal roofing on the Maintenance Shop located at 100 Cooper street, Merrill, WI 54452.

It is the intent of this specification to describe the minimum requirements for a roofing system 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  
Patrick Gierl  
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 located at 100 Cooper Street, 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**

<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:			

### 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:			

### 3. CORPORATE AND PROPOSAL INFORMATION

#### *COST DETAIL*

<b>Total Cost</b>	
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SECTION 07531  
RIBBED METAL ROOFING

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:

1. a. UL 790 Class A fire resistance rating.  
b. UL 2218 Class 4 hail impact resistance  
c. UL 580 Class 90 Wind Uplift
2. Cover existing shingles with new metal roofing system.
  - a. Built up roofing with furring strips
  - b. Apply all appropriate trim including but not limited to, starter, edge and ridge.
  - c. Install a vented ridge
  - d. Fasten to specs with screws a ribbed metal roofing system
  - e. Install new gable vents on both ends of building (6 square feet on each end)
  - f. All materials to be disposed of at the Lincoln County Solid Waste Land Fill

1.02 SUBMITTALS

A. Endorsement of Roofing Firm: System Manufacturer's endorsement of the installing firm.

B. Shop Drawings:

1. Roof fastener pattern
2. Furring strip location and spacing
3. Trim specs and size including starter, edge and ridge vent and other trim required to complete roofing project
4. Metal roofing layout including all overhangs
5. Gable vent size and location layout

B. Samples:

1. Roof Steel: 36' x 10", 1 piece.
2. Furring Strips: 4', 1 piece.
3. Ridge vent
4. Starter trim
5. Edge trim
6. Roof Fasteners
7. Gable vents

D. Product Data:

1. System Manufacturer's specifications and details for roofing system.
  2. Metal and Aluminum Components
    - a. Fasteners
    - b. Trim
-

- c. Ridge Vent
- d. Gable Vent
- e. Roof Steel

### 1.03 QUALITY ASSURANCE

#### A. Qualifications:

1. The installing contractor shall be approved or franchised by the roofing system manufacturer and shall have minimum 3 years experience installing the selected system.

### 1.04 DELIVERY, STORAGE AND HANDLING

A. Per roofing system manufacturer's recommendations.

B. Deliver materials requiring fire resistant classifications packaged with labels intact and legible.

### 1.05 WARRANTY

A. Roof shall be warranted for a wind speed (maximum peak gusts) of 90 mph.

B. 30 year "No Dollar Limit" completes system Roofing System Manufacturer's Warranty:

1. The Manufacturer warrants to the OWNER that, subject to the provisions of this document, the Manufacturer will, at its own expense, make or cause to be made all repairs necessary to maintain the roofing system in a watertight condition during the twenty year period following the date of Substantial Completion of the roofing system.

#### a. System includes:

- 1) Fasteners and adhesives.
- 2) Sheet metal components.
- 3) Metal Roofing Material

## PART 2 – PRODUCTS

### 2.01 MATERIALS

A. Provide adhesives, sealants, premolded and field fabricated flashings, fasteners, and other related components manufactured or recommended by the selected system manufacturer.

### 2.02 ACCEPTABLE ROOFING SYSTEM MANUFACTURERS

- A. Fabral metal wall and roof systems
- B. Midwest Manufacturing
- C. MS metal sales Manufacturing corp..

### 2.03 ACCEPTABLE SYSTEMS

A. Screwed on Metal Ribbed Roofing System minimum 29ga.

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1. Fabral: GRANDRIB 3
2. Midwest Manufacturing: PRO-RIB
3. Metal Sales Manufacturing: CLASSIC RIB
4. Or equal

## PART 3 – EXECUTION

### 3.01 ENVIRONMENTAL CONDITIONS

- A. Remove and install roofing only in dry weather.
- B. Comply with system manufacturer's climatic restrictions.

### 3.02 INSPECTION

- A. Examine all surfaces for inadequate anchorage, foreign material, moisture, unevenness, or other conditions which could prevent the best quality and longevity of roofing, flashing, and accessory components. Notify the Engineer of all deficiencies.
- B. Do not proceed with the work until all deficiencies have been corrected to the satisfaction of the Engineer and the roofing system manufacturer.

### 3.03 PREPARATION

- A. Ensure that all surfaces are clean and dry before starting and during performance of work.
- B. Verify that all work of other contractors and subcontractors which penetrates the roof deck or requires men and equipment to traverse the roof deck has been completed.

### 3.04 FIELD QUALITY CONTROL

- A. The roofing system manufacturer shall provide onsite observation and instruction as they deem necessary.

### 3.05 ADJUST AND CLEAN

- A. Carefully inspect all completed work and correct all defects.
- B. Remove from the job site and legally dispose of all debris at the Lincoln County Solid Waste Land Fill.
- C. Prevent storage of materials and equipment on the completed roof.

END OF SECTION

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