

**MONROE COUNTY HIGHWAY DEPARTMENT  
803 WASHINGTON STREET  
SPARTA, WISCONSIN 54656  
(608) 269 - 8740**

**PROPOSAL AND SPECIFICATIONS  
WASHBAY HEATING SYSTEM REPLACEMENT  
SEPTEMBER 2024**

STATE OF WISCONSIN  
COUNTY OF MONROE

PROPOSAL FOR  
**WASHBAY HEATING SYSTEM REPLACEMENT at 715**  
**WASHINGTON STREET SPARTA, WISCONSIN**

**PROPOSAL OF** \_\_\_\_\_

(NAME)

\_\_\_\_\_  
(ADDRESS)

to furnish and deliver all materials, services and/or equipment and perform all necessary work in accordance with the General and Special Provisions herein and as on file in the offices of the Monroe County Highway Department.

To the Monroe County Highway Department -

Pursuant to advertisement of the Monroe County Highway Department inviting proposals for the delivery of materials, services and equipment herein specified, and in accordance with the General and Special Provisions pertaining thereto, and as on file in the office of the Monroe County Highway Department;

(I) (We) hereby certify that (I) (We) (am) (are) the only person(s) interested in this proposal as principal, that this proposal is made and submitted without fraud or collusion with any person, firm or corporation whatsoever; and

(I) (We) hereby certify that (I) (We) have examined the provisions herein and have carefully examined the location of the proposed project. Having made such examination, (I) (We) hereby propose to furnish at our own cost and expense all labor, skill, expertise, tools, materials, equipment and incidentals necessary to perform and fully complete the work in accordance with the provisions herein and the plans and specifications as herein submitted, and as approved, by the Highway Department, for the price(s) stated herein.

(I) (We) further propose to execute the form of contract, along with such other provisions as noted herein, within ten (10) days of receipt of a Notice of Award.

## **PROJECT DESCRIPTION**

The proposal shall include all costs to fully design, provide, supply, furnish, deliver and install, complete with all advertised and standard attributes, in accordance with these provisions and the design and specifications as proposed by the Vendor, and approved by the Highway Department, at Highway Department property located at 715 Milwaukee Street Sparta, Wisconsin.

The proposal shall include the removal, design and replacement of two (2) tube heaters at the Highway Department property located at 715 Milwaukee Street Sparta, Wisconsin.

The proposal shall include the complete design and technical specifications of the heating system offered, sufficient to provide for reasonable review. The design (construction plans) submitted by the vendor prior to beginning work on the project shall meet the approval of Highway Department Personnel

## **PROJECT LOCATION**

The Monroe County Highway Department Garage is located at 715 Washington Street Sparta, Wisconsin 54656.

## **PROJECT STANDARDS**

All work shall be in conformance with all applicable local and state building codes, regulations, requirements and restrictions, materials manufacturer's guidelines, industry best practices and all state and federal safety guidelines, the provisions of which are adopted and included as part of this proposal.

All proposal shall include the following

1. Remove two (2) existing natural gas tube heaters along with intake and exhaust vents.
2. Remove and reinstall any electrical power as needed.
3. Install one (1) stainless steel radiant U tube heater complete with fresh air intake and exhaust venting. Shall include reflective heat shield and heater hanging materials
4. Install one (1) stainless steel radiant tube heater complete with fresh air intake and exhaust venting. Shall include reflective heat shield and heater hanging materials

## **CONTACT**

Highway Department Fleet & Facilities Manager at (608) 269 - 8773.

Questions and requests for clarification should be submitted via e-mail to [william.pieper@co.monroe.wi.us](mailto:william.pieper@co.monroe.wi.us). All questions and responses will be posted on the Monroe County Highway Department web-page at [www.co.monroe.wi.us](http://www.co.monroe.wi.us).

## **SPECIAL PROVISIONS**

The following Special Provisions shall supersede any conflicting provisions of the Standard Specifications and are incorporated herein as part of the Contract

## **PROJECT DESIGN AND PERMITTING**

The design submitted with the proposal shall be consistent with all applicable local, state and federal codes and requirements and shall be sufficient to secure all required permits including building, safety, fire, electrical and land use.

## **MATERIALS**

All materials used on the projects shall be new, un-used and of the highest quality. The source, country of origin and quality or grade designation of all materials shall be provided by the vendor. All materials shall be inspected at the project site for conformance with the approved specifications. If deemed necessary by the Highway Department, material samples will be obtained by the Highway Department and submitted to a testing laboratory selected by the Highway Department and tested to verify compliance with the specifications.

The Vendor shall submit to the Highway Department, prior to any payment, product certifications for all materials used in the installation of product.

## **LABOR AND WORKMANSHIP**

All contractors and sub-contractors engaged in this work shall conform to and abide by the laws of the State of Wisconsin and any amending or supplementing acts, and to all other applicable laws, ordinances and legal requirements.

All employees of said contractors and sub-contractors shall be fully insured, trained, equipped, licensed or certified as required by the Wisconsin Department of Safety and Professional Services, the Wisconsin Department of Workforce Development, the United States Department of Labor, the Occupational Safety and Health Administration and any other applicable regulatory agency.

All labor shall be performed in the best and most workmanlike manner by craftsmen skilled in their respective trades. The standards of work required shall be of such level as will realize results of the first class only. Any work showing lack of competence and/or first class craftsmanship will be rejected.

## **INDEPENDENT CONTRACTOR**

The Contractor is and shall act as an independent contractor and shall be solely responsible for paying all applicable taxes including, without limitation, all federal, state and local taxes, social security, workers and unemployment compensation taxes, and any other taxes and license fees. The County **will not** withhold any taxes, FICA, or other amounts from its payments to the Contractor. Additionally,

as an independent contractor the Contractor and its employees shall not be eligible to receive any benefits that the County may offer its regular employees.

The Contractor shall have complete responsibility for its employees and shall provide all training, supervision, Personal Protective Equipment, tools, materials, supplies and equipment necessary for the successful completion of the work.

#### **ADDENDA AND INTERPRETATION**

Oral interpretation of the plans, specifications or other contract documents shall not be binding. Requests for interpretation shall be submitted in writing and addressed to the Fleet & Facilities Manager. Such request must be received at least three (3) days prior to the date fixed for opening bids.

All interpretations and any supplemental instructions shall be in the form of written addenda which, if issued, will be sent by electronic mail to all prospective bidders not later than two (2) days prior to the date fixed for opening of bids.

All Addenda so issued shall become part of the contract documents.

#### **LIEN WAIVER**

Upon completion of the project, approval by the County, and before final payment is made, the Contractor shall submit to the County a Settlement Certification Form demonstrating that all claims against the Project have been satisfied.

#### **PROTECTION OF STRUCTURES**

The Contractor shall protect all existing structures (buildings, landscaping, signs, etc.) from damage during construction activity. The Contractor shall be responsible for repairing or replacing any damage to any property of the state.

#### **PRE-BID MEETING**

A requisite Pre-Bid Conference will be held for this project on Thursday, September 19, 2024 at 1:00 PM (LOCAL TIME) on site at 715 Milwaukee Street Sparta, Wisconsin. All vendors shall attend the Formal Pre-Bid Conference prior to bidding and to have their bid considered.

#### **SOURCE OF MATERIALS AND PAYMENT**

The Vendor shall provide all materials, supplies, equipment and incidentals, and all labor and associated costs to completely furnish, supply, deliver, erect, install and shall assume all costs associated with the supply, delivery and placement of these items. All costs associated with the performance of all work shall be included in the Lump Sum contract unit price.

#### **WARRANTY**

The Vendor shall clearly state in the proposal the scope and extent of any and all warranties and guarantees, including both materials and workmanship.

## **CONTRACT TERMS AND CONDITIONS**

The Vendor shall clearly state all contract terms and conditions in the proposal including any partial and progress payment demands. Progress payments are not anticipated. Final payment will not be remitted until the project has been successfully completed in its entirety and accepted by the Highway Department.

## **DESIGN PREFERENCE**

The design offered in this proposal shall include all materials to be used to replace two (2) existing tube heaters with stainless steel tube heaters and shall include all manufacturer's recommended attachments and appurtenances.

## **OPTIONS AND EXCEPTIONS**

All exceptions to these specifications shall be clearly noted in the proposal. Alternatives and options may be included in the proposal in the space provided.

## **NOTICE TO PROCEED**

The Vendor shall commence work on the project within ten (10) days of receipt of the written Notice to Proceed, as issued by the Highway Department.

## **BASE BID AND OPTIONS**

The project consists of furnishing complete design and technical specifications, all materials, supplies equipment and incidentals for the replacement of two (2) existing tube heaters with stainless steel tube heaters at 715 Milwaukee Street Sparta, Wisconsin.

All work shall be in accordance with the design and technical specifications as submitted by the Vendor and approved by the Highway Department, and all applicable state and local guidelines.

The Vendor shall state the Base Bid, to include all components of the structure to complete said project.

The Vendor shall state all Options, complete with a description and individual cost of each. The County may select any, all or none of the options offered.

## **COMPLETION OF WORK**

All work on the project shall be complete, and approved by the Highway Department, **ON OR BEFORE THURSDAY OCTOBER 31, 2024**. The project area shall be cleared of all debris, all temporary buildings and equipment.

In the event the Vendor fails to successfully complete the work as scheduled, the Highway Department reserves the right to employ alternative methods and means to complete the project, at the Vendors expense.

The Vendor shall state in the proposal their proposed project completion date.

## **PURPOSE AND INTENT OF DOCUMENTS**

It is the purpose and intent of this notice that all proposals offered shall include any and all labor, materials, tools, equipment, skill and services necessary or required to produce the finished results shown in the plans or described herein, and to make the project complete as described in written proposal.

The Vendor shall be thoroughly experienced with the project design and specifications, and shall provide all identified or referenced materials, services, labor, skill and equipment and shall complete the project in accordance with the spirit and intent of the design, specifications and these provisions.

## **INSURANCE AND LICENSE**

The Vendor shall provide to the Highway Department, a Certificate of Liability Insurance, in the minimum amount of \$1,000,000.00, naming Monroe County as the insured, prior to commencing work on the project, and shall maintain such coverage through the term of the contract and completion of the project.

## **FORFEITURE OF GUARANTEES**

The Vendor agrees that any guarantees which are forfeited will be forfeited, not as a penalty, but in liquidation of damages sustained by Monroe County.

## **BIDDING INSTRUCTIONS**

The Vendor shall state their proposal, in ink, on the attached forms including Unit Prices, Total Price and any other pertinent information. Any exceptions to the Contract Specifications shall be noted on the proposal. The proposal must be signed, sealed and submitted in accordance with these instructions.

The proposal must be signed, in ink, in the space provided herein. If submitted by an individual Owner it shall be signed by that individual. If submitted by a corporation it shall be signed by either the President or Vice President of the corporation and either the Secretary or Treasurer and the signature shall be those of two different individuals. If submitted by an association, it shall be signed by all owners of all equipment for which bids are submitted. If submitted by a partnership it shall be signed by all members of the partnership.

Monroe County reserves the right to reject any and all bids or parts of bids and to waive informalities therein, and to award in the best interests of the County.

Proposals containing any alteration or erasure will be rejected, unless the alteration or erasure is corrected as follows: an alteration or erasure shall be crossed out and the correction printed in ink or typewritten adjacent to and initialed in ink by the person(s) signing the proposal. Proposals made in pencil will be rejected.

**THE PROPOSAL MUST BE SUBMITTED IN A SEALED ENVELOPE AND DELIVERED  
TO THE MONROE COUNTY HIGHWAY DEPARTMENT, 803 WASHINGTON  
STREET, SPARTA, WISCONSIN 54656 BY**

**2:00 P.M., LOCAL TIME, ON TUESDAY, SEPTEMBER 24, 2024.**

**THE ENVELOPE MUST BE CLEARLY MARKED**

**WASHBAY HEATING SYSTEM REPLACEMENT**



PROPOSAL FORM

**WASHBAY HEATING SYSTEM REPLACEMENT**

Bids to be opened at 2:00 p.m., Tuesday, September 24, 2024  
Monroe County Highway Department, 803 Washington Street

BID OF \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS)

Herein proposes to perform construction of WASHBAY HEATING SYSTEM REPLACEMENT, in accordance with the attached specifications dated March 5, 2024 and as on file in the offices of the Monroe County Highway Department, as bid below:

Materials & Installation of **WASHBAY HEATING SYSTEM REPLACEMENT**

\_\_\_\_\_ \$ \_\_\_\_\_  
(DESCRIPTION) (PRICE)

**COMPLETION DATE** \_\_\_\_\_

**EXCEPTIONS TO SPECIFICATIONS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETED PROPOSAL SHALL BE SEALED IN AN ENVELOPE AND CLEARLY MARKED  
WASHBAY HEATING SYSTEM REPLACEMENT**

**PROPOSAL SHALL INCLUDE PAGES 1 - 10.**

**IF ANY PAGES ARE MISSING, THE PROPOSAL WILL NOT BE READ AND CONSIDERED.**

**WASHBAY HEATING SYSTEM REPLACEMENT**

A) Receipt of Addenda

The undersigned hereby acknowledges receipt of:

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_

B) Execution of Proposal

This proposal dated the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Signed \_\_\_\_\_

Address \_\_\_\_\_, as an individual.

Signed \_\_\_\_\_

Address \_\_\_\_\_, as an individual  
doing business under the name and style of \_\_\_\_\_.

Signed \_\_\_\_\_

For \_\_\_\_\_, a  
partnership.

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Signed \_\_\_\_\_, for \_\_\_\_\_

A corporation, incorporated under the laws of the State of \_\_\_\_\_

Name of President \_\_\_\_\_

Name of Vice President \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Name of Treasurer \_\_\_\_\_

Business Address \_\_\_\_\_