

Town of St. Joseph, WI
Removal and replacement of lighting in Town Hall
Request for Proposals

This Request for Proposals (RFP) for the **removal and replacement of lighting in the Town Hall meeting room, kitchen, hallway and restrooms** shall be available to all interested on or before **February 12, 2021**, at the St. Joseph Town Hall or it can be sent electronically by making a request to the town's Clerk/Treasurer at (715) 549-6235 or by email at clerk@townofstjoseph.com.

This is not a competitive bidding process. The Town reserves the right to reject any or all proposals and to decide whether to enter into a contract for **Removal and replacement of lighting in the Town Hall meeting room, kitchen, hallway and restrooms** with whom, the Town Board determines is in the best interest of the Town.

Project: Removal and dispersal of all existing lighting in Town Hall meeting room, kitchen, hallway and restrooms

Replacement in Meeting Room of 11 – 2' X 4' LED lay-in troffers and moving the west lighting fixture to the middle of that hall area.

Replacement in 2 offices with 14- 1' X 4' LED surface mounted fixtures.

Replacement in Hallway of 3- 2' X 4' LED lay-in troffers.

Replacement in Men's and Women's restrooms of 2-2' X 4' LED lay-in troffers and 1- 2' X2' LED lay-in troffer.

Removal and replacement of appropriate sized ceiling ventilation fans in each restroom.

All disposal and recycling fees of the old fixtures is the responsibility of the contractor.

Coordination will be managed by the Town with a ceiling replacement contractor installing new gridwork and a 2' X 2' tile system and HVAC contractor with new venting.

All work must be completed by July 1, 2021

Proposal Submission: The proposals may contain additions or deletions from any item in the RFP. All proposals shall be detailed in the products provided and the services rendered. Any questions regarding the RFP shall be submitted in writing or via email to the Town Clerk/Treasurer. The mailing address is 1337 County Road V, Hudson, WI 54016.

The closing date for responses to the RFP is March 4, 2021. The clerk's office will be open that day at 8:00AM to 3:00PM.

The proposals will be considered by the Town Board. The proposal demonstrating the best practices

as required by the Town may be announced at the March 11, 2021 Town Board meeting. Responders are encouraged to be present at this meeting to answer questions the Town Board might have concerning the proposals. The Town of St. Joseph reserves the right to reject any or all proposals the contractor may provide.



Theresa Johnson, Town of St. Joseph -Chair

2-11-2021

Date

Town of St. Joseph
1337 County Road V
Hudson, WI 54016
715-549-6235
clerk@townofstjoseph.com

Town of St. Joseph Request for Proposal for Removal and replacement of lighting Town Hall General Provisions

- I. **Purpose:** The Town of St. Joseph desires to contract with a provider that provides reliable and efficient service at a good value to remove and replace the lighting in the Town Hall building.
- II. **Billing** - An invoice for payment shall be submitted to the Clerk/Treasurer at least two weeks before the Town Board meeting at which time the invoice will be considered. The bill shall provide in detail the exact nature of the work done, supplies used, surcharges applied, etc.
- III. **Insurance**
 - The contractor shall remain fully insured during the course of the contract and
 - present proof of such insurance on each anniversary of the contract if the contract is for more than one year.
 - Comprehensive general liability
 - a. i. This coverage shall be in the amount of at least \$1,000,000 and include the Town as an additional insured party
 - Comprehensive automobile
 - Bodily injury
 - Property damage
 - Coverage for all owned and hired vehicles
 - Coverage for Employer's non-ownership liability coverage.
- IV. **Indemnification** - The contractor shall indemnify and hold harmless the Town of St. Joseph, its employees and agents for all claims, damages, losses and expenses, including but not limited to attorneys' fees, which they may suffer or for which they may be held liable as a result of the fault of

the contractor, its employees or subcontractors in the performance of this contract.

V. Contract

1. The term of this contract shall be for work performed from March 15, 2021 and completion no later than July 1, 2021 unless this date is extended by agreement of the Town Board and the contractor.
2. This agreement may be terminated by either party given a 30-day written notice upon the other party's failure to timely perform its responsibilities under this agreement.
3. The contractor may provide additional proposals and processes. The Town of St. Joseph reserves the right to consider or dismiss any proposal or additional proposal.

VI. References

The contractor shall provide references with contact information to the Town.

VII. Contact Information

1. Company Name:

2. Company Address: (If P.O. Box is used, please provide a business address in addition to P.O.Box)

3. Contact Person

4. Phone (General) (Cell)

5. Email address:

VIII. Services to be Provided - General Provisions (Items 1 & 2 must be completed by all responders.)

1. Please list any extra fees (other than those included on the following pages) that would be included on your invoice.

2. Has your company done this type of work before?

Provide a short description of projects

3. What type of materials/equipment would you provide?

4. Cost Estimates –provide an itemized estimate

i. Costs per time?

ii. Other charges that might apply?

5. Other information you would like the Town to know about your business.

IX. Alternate Service Proposal Option

Contractor may provide an alternate proposal for any or all of the services requested above.

X. If awarded this RFP, an insurance certificate shall be provided prior to commencing the work.

All respondents must complete the general information portion of this RFP.

X. Signatures

Signature of Officer _____

Printed Name of Officer _____

Printed Title of Officer _____

Date: _____

This RFP is awarded to _____ on this _____ of March, 2021.

Theresa Johnson, Chair

Attested by:

Annie Coyle, Clerk Treasurer