

**Town of St. Joseph, WI**  
**Purchase and installation of Vinyl Plank Flooring for the Town hall and offices**  
**Request for Proposals**

This Request for Proposals (RFP) for the **Purchase and installation Commercial Vinyl Plank Flooring for the Town Hall and offices** shall be available to all interested on or before **October 9, 2020**, 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](mailto: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 **Purchase and installation of commercial vinyl plank flooring for the Town Hall and offices** with whom, the Town Board determines is in the best interest of the Town.

**Project: Purchase and installation of Mannington Commercial Nature's Paths Plank flooring in the kitchen and throughout the office areas. The proposal must installation of the above named flooring and include the removal of the existing carpeting, prepping the concrete floor and removal and realignment of the baseboard, move in and out of the refrigerator and removal of all refuse.**

**All work must be completed by December 10, 2020. The Town Board will pay for the project no later than November 1, 2020.**

The proposals may contain additions or deletions from any item in the RFP. 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 October 20, 2020 at 2:00PM. The clerk's office will be open that day at 8:00AM to 3:00PM. The Town is a governmental entity and therefore tax exempt.**

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 October 20, 2020 Town Board meeting/budget workshop. 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.

  
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Theresa Johnson, Town of St. Joseph -Chair

10-8-2020  
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  
Purchase and installation of Commercial vinyl plank flooring for the Town Hall  
and offices  
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 install the commercial vinyl plank flooring.

II. Billing – The Town of St. Joseph will pay this project in full by November 1, 2020 prior to installation.

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 October 20, 2020 and completion no later than December 10, 2020 unless this date is extended by agreement of the Town Chair.
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. IF this agreement is terminated by the vendor, all monies paid shall be returned to the Town of St. Joseph within 15 days of the termination.
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 (As needed)

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.

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: \_\_\_\_\_