

DRAFT

Request for Proposal

VILLAGE OF KRONENWETTER

MUNICIPAL CENTER ADA UPDATE PROJECT

This entire bid document must be returned, with all of the appropriate lines and spaces filled-in with the required information. To comply with this advertisement for bids, the following general specifications are to be adhered to: The materials must be NEW, the latest type and make manufacturer and must equal or exceed the following specification requirements.

Building Locations: 1582 I-39 Frontage Road, Kronenwetter WI 54455

A. Bid

- In accordance to the specification and plans included in the RFP, the following is the scope of work for three (3) Municipal Building entrances in need of ADA updates:
 - a. Door #1 – Replace and relocate existing ADA push button system with new ADA push plate hardware system with new push plate switches.
 - b. Door #1 – Replace existing door opener system. Retrofit for functionality from interior center mullion (foyer) and new exterior pedestal. Abandon & cap existing switches. Add new 42” square bollard post with 4.5” plates. Add new top and bottom center jambs switch.
 - c. Door #1 – Replace Door opener per spec, confirm all door hardware, operations & functionality prior to installation utilizing existing power run.
 - d. Door #2 – Install new interior ADA push plate switch and provide power run to service the door switches.
 - e. Door # 2 – Install new door opener per spec for exist only. Confirm all door hardware, operation and functionality prior to installations.
 - f. Door #3 – Install new interior & exterior ADA push plate switches. Provide power run to service the door switches.
 - g. Door #3 – Install new door opener per spec for entry & exiting, confirm all door hardware, operation and functionality prior to installation.

B. Insurance

- \$500,000 workmen's compensation policy
- All workmen on the project shall be covered by workmen's compensation insurance and shall verify the same by providing the last two years insurance audits, if requested by owner. Workmen on the project shall not "opt out" of workmen's comp insurance.
- A certificate of insurance shall be issued to the owner listing the owner as a certificate holder.

C. Safety Compliance

- Compliance with all EPA and OSHA requirements shall be the responsibility of the Prime contractor, as published by local, state and federal authorities.

- The Prime contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related.
- D. Safety shall be the responsibility of the Prime contractor.
- All related personnel shall be instructed daily to be mindful of the full-time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers, and the occurrence of the general public on or near the site.
 - Written Safety Program including HazMat programs and MSDS sheets shall be on project site at all times. Prime contractor shall provide OSHA compliance plan for fall protection, barricades, and general work plan.
- E. Contractor Qualifications
- At least 75% of labor hours associated with this ADA update project must be worked by bona fide employees of the Prime Contractor, who have been employed by the Prime Contractor for more than one year, and for whom the Prime Contractor has paid worker's compensation premiums, based on hours worked during 9 of the 12 months immediately previous to the date of the contract. These pre-qualifications are subject to verification by the Owner.
 - Contractor shall provide a minimum of 4 projects of similar scope and size with a similar scope.
 - Contractor shall have a minimum of 5 years of verifiable experience in both technical aspects of this type of work as well as verifiable experience in running and managing a business, unless approved by the owner prior to the bid opening
 - Contractor shall provide lien waivers at completion of project and before final payment is issued the Village of Kronenwetter.
- F. Contractor Extent of Work
- Provide all labor, materials, tools, equipment, and supervision necessary to complete the installation in accordance with specifications and details.
 - The Prime contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
 - The Prime contractor shall confirm all given information and advise the building owner, prior to bid* of any conflicts that will affect their cost bid.
 - Contractor Product Delivery, Storage. and Handling Responsibilities
 - Contractor will be responsible for the unloading, proper storage and security of all materials delivered to the construction site.
 - Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
 - Comply with the manufacturer's written instructions for proper material storage.
 - Store all materials in dry areas protected from water and direct sunlight. Follow all manufactures instructions for proper storage.
 - Any materials which are found to be damaged shall be removed and replaced at the Prime contractor's expense.
- G. Use of the Premises

- Before beginning work, the Prime contractor must secure approval from the building owner's representative for the following:
 - Areas permitted for personnel parking.
 - Access to the site.
 - Areas permitted for storage of materials and debris.
- H. Discrepancies
- If discrepancies are discovered between the existing conditions and those noted, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.
- I. Temporary Facilities, Temporary Utilities: and Controls
- Water and power for construction purposes and lighting are available at the site and will be made available to the contractor.
 - Provide all hoses, valves and connections for water from source designated by the owner when made available.
 - When available, electrical power should be extended as required from the source.
 - Contractor Supplied Temporary Sanitary Facilities – Prime contractor will be responsible for supplying temporary sanitary facilities at the job site, through the duration of the project.
 - Security - Obey the owner's requirements for personnel identifications, inspection and other security measures.
- J. Job Site Protection & Debris Removal
- The Prime contractor shall adequately protect building, paved areas, service drivers, lawns, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the project.
 - During the Prime contractor's performance of the work, the building owner will continuously occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, where such material may shift into the building.
 - The Prime contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the building.
 - Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
 - The Prime contractor shall remove all debris from the job site in a timely and legally acceptable manner so as not to detract from the aesthetics or the functions of the building.
- K. Workmanship
- Installation related work shall be in accordance with the manufacturer's recommendations.
 - All work shall be of the highest quality and in strict accordance with the manufacturer's published specifications and shall be to the owner's satisfaction.
 - There shall be a designated supervisor on the job site at all times while the work is in progress.
- L. Quality Assurance
- Unless otherwise noted in this specification, the Prime contractor must strictly comply with the manufacturer's current specifications and details.

- There shall be no deviations made from this specification and/or the approved shop drawings without the prior written approval of the owner. Any deviation from the manufacturer's installations procedures must be supported by a written certification on the manufacturer's letterhead and presented for the owner's consideration.
- Details shall be done according to Manufacturer's Specifications.

M. Warranty

- Contractor's shall support a one-year labor and workmanship warranty.
- Contractor shall complete all paperwork as needed for issuance of manufacturer's equipment warranties.

N. Exhibit A Plans and Exhibit B Specification are attached.

Bid Instructions

1. BID

In accordance to the specification and plans included in the RFP, the Village of Kronenwetter is seeking bids for ADA modifications to three (3) Municipal Building entrances at the Municipal Center at 1582 and I-39 Frontage Road, Kronenwetter WI 54455.

Bids must be submitted on or before Monday, June 4, 2024 by 4:30pm in a sealed envelope – addressed to Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455. Mark " MUNICIPAL CENTER ADA UPDATE PROJECT" on outside of envelope. Bid will be considered good for 30 days unless otherwise indicated and Bids can be received electronically if emailed to lludi@kronenwetter.org

2. BID FORM (Exhibit C)

The Bid Form is included in this RFP. Important: Incomplete bid form can result in loss of award All available lines on 'Bid Form' MUST BE filled in or failure to do so can result in bid disqualification.

3. BID AWARD

Award will be made to a single vendor for the entire project, unless agreed to otherwise. Payment will be made following accepted job completion. Preliminary Procedures: Before requesting inspection for certification completion, the following must be met:

- Show 100 percent completion
- Submit specific warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents.
- Submit maintenance manuals & final record- as built information.

E. Complete final cleanup requirements, including touchup painting.

F. Touch up and otherwise repair and restore marred, exposed finishes

Note: The Village of Kronenwetter reserves the right to reject any or all bids or parts thereof, to waive any minor informalities in any bid submitted, and to make such award as deemed most advantageous to the Village of Kronenwetter.

Answers to questions regarding the above should be directed:

May 14, 2024

Leonard Ludi, Village Administrator 715-693-4200 extension 1731