



AGENDA

Building and Property Committee

Tuesday, April 12, 2011

10:000 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of March 15, 2011 – Please review website posting/County Board packet
5. Discuss/consider issuing RFP for installation of acoustical tile panels for Jail Multi-Purpose Room, with funding from Jail Assessment Fund, action if any
6. Discuss/consider issuing a RFP for repairs to the Marinette County Warehouse as identified in the 2011 Maintenance Capital Budget, action if any (Attachment)
7. Discuss consider awarding 2011 custodial paper purchase to the Belson Company for a base bid of \$7,235.34, action if any
8. Discuss/consider setting a date for and awarding a contract for the 2011 County Surplus auction (proposals unopened at time of agenda) action if any
9. Discuss/consider purchase of a snow plow and lift gate for truck 0423 (proposals unopened at time of agenda), action if any
10. Discuss/consider awarding a contract for upgrades to the University of Wisconsin Marinette pool to comply with requirements of the VGBA pool act (proposals unopened at time of agenda), action if any
11. Discuss ADRC project status, no action requested
12. Discuss/consider HHS back-up generator project
 - a. Project progress report of the HHS back up generator project
 - b. Financial report on the HHS back-up generator project
13. Discuss/consider courthouse alley/ramp entrance project
 - a. Project progress report on the courthouse alley/ramp entrance project
 - b. Financial report on the courthouse alley/ramp entrance project
 - c. Requested time line modification of project.
14. Discuss Facilities Director report:
 - Division labor forecast
 - Projected maintenance and repairs
 - Utilities cost update
 - Motor pool metrics
15. Discuss/consider Building Security working group status
16. Discuss/consider Marinette County Fairgrounds Horse Barn roof repairs, action if any.
17. Future agenda items
18. Set next meeting date
19. Adjournment

cc: Mike Behnke Facilities Director Media
Russ Bousley County Board Chair Posting
Mike Cassidy County Administrator Library Director
Vilas Schroeder Corporation Counsel Public Works Director
Bill Walker County Clerk

**PLEASE NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON
IN THE ORDER LISTED**

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717

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REQUEST FOR PROPOSAL
IMPROVEMENTS TO THE MARINETTE COUNTY WAREHOUSE
930 STATE STREET, MARINETTE WISCONSIN
SHAWN BAKER, FACILITIES DIRECTOR
MARINETTE COUNTY DEPARTMENT OF PUBLIC WORKS

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I. SUMMARY

Marinette County, a governmental entity, is requesting proposals to make specified repairs and improvements to the Marinette County warehouse at 930 State Street, Marinette Wisconsin 54143.

Notwithstanding any other provisions of the Request for Proposals (RFP), Marinette County reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of Marinette County or its taxpayers.

It is further within the right of Marinette County to reject proposals that do not contain all elements and information requested in this document.

Marinette County shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing response to this RFP is not reimbursable in part or in whole to the proposer. Any proposal received will become the property of Marinette County and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the proposal to allow the county to protect such information as warranted.

II. OBJECTIVE

Marinette County desires to replace the large glass windows on the front of the county warehouse with spandrel glass, installation of a garage door opener, repair of the overhead door serving the dock area, addition of a 10'x8' garage door on the south side of the building and replacement of lighting in the main storage area. This work is to be done by a firm or persons licensed to perform such work.

III. SCOPE OF SERVICES

The vendor shall provide a proposal that includes all goods, services and labor to:

- Replace existing window glazing on the front of the building with spandrel glass.

- Provide and install a commercial grade overhead door opener on the overhead door at the warehouse loading dock

- Provide all parts, materials, equipment and labor to make the loading dock overhead door operational

- Provide all parts, materials, equipment and labor to install new lighting in the warehouse storage area.

- Install a 10'x8' overhead door on the south face of the building.

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If the vendor deems it necessary to complete a site inspection the vendor shall bear all expenses. Advance scheduling with the Facilities Director is required.

IV. SPECIFICATIONS

- a. The proposal will state the cost and amount of time to replace existing glazing on the front of the building with spandrel glass. The contractor will provide the county with a minimum of 3 spandrel glass colors to choose from.
 - b. The proposal will state the cost to provide all labor, equipment and supplies to install a commercial grade electric garage door opener on the door serving the loading dock.
 - c. The proposal will state the cost to provide all labor, equipment and supplies to repair the overhead door serving the loading dock.
 - d. The proposal will state the cost to install 11 high bay 6 tube fluorescent light fixtures in the warehouse bay. Proposed lights will use six (6) 48" T-8 bulbs cold starting ballasts. Lights will be arranged in one row of five fixtures and two rows of three fixtures.
 - e. The proposal will include all labor, equipment and supplies to install a 10-foot wide, 8-foot high commercial grade garage door on the specified area on the south face of the building.
- B. The County expects, at a minimum, a one year parts and labor warranty on the new components and workmanship.
- C. The proposal will include any required maintenance or inspections required in the first year of operation at no cost.
- D. Upon completion of the required work the vendor will provide to the County:
- a. O&M manuals of equipment supplied
 - b. a list of equipment furnished within the scope of the project to include manufacturer, make, model, series and serial number.
 - c. Blue prints, line drawings, shop prints and wiring diagrams
- E. The county expects the completion of the work within 90 days of issuance of the purchase order or signing of a contract the county may, at its' discretion extend this to 180 days, if asked by the vendor, but will not offer or accept any extension past 180 days from issuance of the purchase order.

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- F. Payment Terms- Upon completion of the work and receipt of an invoice the county will pay the vendor the amount due. Payment will be made once the invoice is submitted to the monthly finance committee meeting and the following county board meeting.

V. PROCESS FOR SUBMITTING PROPOSALS

A. *Preparation of Proposal*

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

B. *Packaging of Proposal*

The proposal must be enclosed in a sealed envelope or box, plainly marked as **“Proposal for Repairs and improvements at the Marinette County State Street Warehouse”**

C. *Number of Proposal Copies*

Please submit four (4) copies of proposal to the attention of the Facilities Director.

D. *Submission of Proposals*

Please submit proposals to:

Shawn B. Baker
Facilities Director
Marinette County
1926 Hall Avenue
Marinette, WI 54143-1717

All proposals must be delivered to the above office no later than 4:30 p.m. Central Standard Time on **xxxx xx xxxx**. Proposals received after the above date and time may not be considered. Faxed proposals will not be accepted. Proposals will be opened at the County Clerk’s window at **XX:XX PM on XXXX, XX, XXXX**.

E. *Inquiries*

Questions about this RFP may be directed to:

Shawn B. Baker

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Facilities Director
Marinette County
1926 Hall Avenue
Marinette, WI 54143-1717
715-732-7500

VI. MINIMUM QUALIFICATIONS

- Experience of the vendor, or vendor's representative, with proposed work and proof of license or certification to perform such work in Wisconsin.
- Financial stability and ability of the vendor, or vendor's representative, to provide service
- Ability to meet the conditions of a county contract
- Ability to provide proof of workman's compensation and liability insurance. Contractor shall provide proof satisfactory to the County that it has in effect at least the following insurance coverage. The County does not represent that these amounts are sufficient and Contractor should exercise judgment about the adequacy of insurance coverage

WORKERS COMPENSATION INSURANCE: Contractor shall provide statutory workers compensation insurance coverage for its employees who will not be considered employees of the COUNTY in any way.

AUTO LIABILITY INSURANCE: Minimum of \$300,000 per occurrence to cover bodily injury and property damage arising out of ownership, maintenance, or use of any motor vehicle, including non-owned and hired.

GENERAL LIABILITY INSURANCE: Minimum limit of \$1,000,000 per occurrence. This shall be broad form coverage.

VII. EVALUATION OF CRITERIA

The factors to be used by Marinette County in evaluating the proposals will include, but are not limited to, the following:

- Knowledge of proposed services
- License or certification to perform described services
- Additional benefits and services
- Proposed fee

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VIII. CONTENT OF PROPOSAL

The purpose of this section is to identify the information, which should be submitted in response to the RFP, and the order in which it should appear in the proposal.

Cover Letter

The proposal should contain a cover letter and introduction, including:

- Vendor Name
- Vendor Address
- Vendor Contact Name(s)
- Vendor Telephone Number
- Vendor FAX Number

The contact name must be the person or persons authorized to represent the vendor regarding all matters related to the proposal.

The letter should contain the following statement and must be signed by the individual authorized to represent the vendor.

We have read the County's Request for Proposals (RFP) to repair and improve the Marinette County State Street Warehouse. We certify that we have adequate personnel, equipment, facilities and license to provide required services. We understand that our ability to meet the criteria and provide required services shall be judged solely by Marinette County.

In addition, we certify that:

- *Our proposal is not made in the interest or on behalf of any person not named therein;*
- *We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;*
- *We have not in any manner sought by collusion to secure an advantage over any other vendor;*
- *We have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide; and*
- *We acknowledge and accept all the terms and conditions included in the RFP*

Summary of Understanding of Proposed Services

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The vendor should indicate its understanding of the requested services and describe how it proposes to service Marinette County.

Cost of Services

The vendor must specify the total cost, if any for the material, services and labor to complete the specified repairs and improvements to the Marinette County State Street Warehouse.

Vendor certification

Upon selection of a vendor that vendor will be required to submit to the county a federal W-9 Form (request for taxpayer information), the address that payments are to be made to, a copy or information regarding license or certification to perform described services and a copy of their insurance information. Firms already established with the county as a vendor may have this requirement waived.

IX. Payment

After completion Marinette County will pay for the services provided. The county will pay the invoice with the other bills received in that billing cycle. Invoices received prior to the third Monday of the month will normally be paid the week of the last Tuesday of the month.