



LA CROSSE COUNTY

MAY 3, 2019

LA CROSSE COUNTY
CAMPUS CENTRAL SIGNAGE

REQUEST FOR PROPOSALS

FACILITIES DEPARTMENT
LA CROSSE COUNTY
212 6th STREET NORTH, ROOM 1800; LA CROSSE WI 54601

Request For Proposal – Campus Central Signage

General Information

Objective

The purpose of this Request for Proposal (RFP) is to select a vendor to design, manufacture and install signage for the La Crosse County Campus based on the specifications identified in this document.

Incurred Costs

La Crosse County is not responsible for any costs incurred by the Responder in the preparation of the proposal, participation in the Vendors’ meeting, or for any other cost to the Responder associated with responding to the RFP.

RFP Schedule

The following is a list of the important dates for activities related to the RFP process. La Crosse County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released		Monday, May 13, 2019
Submission of proposals	3:00 p.m.	Thursday, May 30, 2019
Executive Committee Approval**	7:30 a.m.	Wednesday, June 12, 2019
Anticipated contract start date	12:00 a.m.	Monday, July 1, 2019

**Please note that this is the scheduled date as of the release of this RFP. It is the vendor’s responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.co.la-crosse.wi.us> via clicking on the header “Meeting Minutes/Agendas”.

RFP Release

This RFP is posted on the La Crosse County web site. La Crosse County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the vendor’s responsibility to be aware of amendments that are posted on the web site.

The address is: <http://www.co.la-crosse.wi.us/RFP/default.htm>

Vendors are encouraged to check the web site frequently for changes to the RFP or schedule. Printed copies of the RFP will be provided upon request. Send your request to: La Crosse County Facilities Department; 212 6th Street North, room 1800; La Crosse, WI 54601.

Vendors’ Meeting

Not applicable

Submission of Questions

Questions shall be submitted to: James M. Speropulos. Phone: 608-785-9770

Email: jsperopulos@lacrossecounty.org

Submission of Proposals

Sealed proposals must be delivered to: **James M. Speropulos**
La Crosse County Administrative Center
212 6th Street North, Room 1800
La Crosse, WI 54601

Sealed proposals must be delivered no later than 3 pm, Thursday, May 30, 2019.
Proposals received after the above date and time will be returned unopened.

All Proposals must be submitted in complete original form along with one (1) additional copy. An authorized individual using an unduplicated original signature is required to sign the signage proposal form. No faxed or emailed proposals will be accepted. Proposals must be sealed and marked **“La Crosse County Campus Central Signage Proposal”**.

Opening of Proposals

The proposals will be publicly opened at 3:05 p.m., May 30, 2019 in: Facilities Dept., Room 1800, 212 6th Street North, La Crosse, WI 54601. At that time, the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

Ownership of Proposals

All proposals submitted on time become the property of La Crosse County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Responder agrees that La Crosse County may copy the proposal for purposes of facilitating the evaluation.

Other Information

Vendors may submit any other information that is not described in this proposal that would be beneficial to La Crosse County. If in the vendor’s opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County’s attention and be included in the proposal.

Amendments to the RFP

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the website. The address is: <http://www.co.la-crosse.wi.us/RFP/default.htm>

Final Selection

The final vendor selection shall be made by the Executive Committee at their regular monthly meeting held on June 12, 2019

Terms and Conditions:

- a. La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
- b. La Crosse County reserves the right to re-issue any requests for proposals.
- c. Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the

County, for any reason, is unable to reach a final agreement with this vendor, the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals and re-issue a request for proposal.

- d. Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a vendor’s proposal or obtain additional information. Please provide an email address or contact/phone number for this.
- e. La Crosse County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of La Crosse County.
- f. The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
- g. The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
- h. The vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
- i. Insurance:
 - a. Vendor agrees that in order to protect itself as well as La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows:
 - 1. Workers’ Compensation: minimum amount statutory
 - 2. Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage

Proposal Evaluation

La Crosse County Facilities will review all proposals and will make a recommendation to the Executive Committee based upon the following criteria:

Category	Evaluation Points
Design	25
Manufacturing	25
Installation	25
Cost	25
Total	100

- A. La Crosse County reserves the right to award this contract not necessarily to the vendor with the lowest cost, but to the vendor that demonstrates the best ability to fulfill requirements of the RFP and needs of La Crosse County.
- B. The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
- C. The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.

Introduction

La Crosse County has three (3) County buildings and four (4) County parking lots located in downtown La Crosse, Wisconsin. The Highway Department is located in West Salem, Wisconsin. Existing signage is 20+ years old, hard to see, worn and doesn't serve the current needs of La Crosse County.

Scope of Work

A. Service Requirements

Work will include design development, manufacturing plans and installation for the signage including monument signs, parking lot entrance signs and light pole signs. Work must be completed by September 30, 2019.

Owner to remove existing signage.

B. Location of Buildings and Parking Lots

See Exhibit A for map of sign locations. There are three types of signs: monument, parking lot entrance and light pole. Location of each type is designated by color on the map.

Location of Buildings/Parking Lots

Administrative Center
Lot E

Address

212 6th Street North, La Crosse, WI

Health and Human Services Building
Lot A

300 4th Street North, La Crosse, WI

Courthouse and Law Enforcement Center
Lot D

333 Vine Street, La Crosse, WI

Highway Department

301 Carlson Road, West Salem, WI

Lot F

7th and Vine Streets, La Crosse, WI

C. Design

Design must be modeled after Exhibits B, C and D. The sign face, font type and size and colors must be same as specified on these attachments.

D. Sign Specifications

Stone Base Monument Signs: (quantity: 5)

Formed 1/8" aluminum cabinet with vinyl graphics

All printed graphics to receive laminated topcoat

Formed 1/8" aluminum cap over stone base

All metal surfaces to be painted with Matthews polyurethane paint and clear coated

Stainless steel fasteners

Single pole mounting

Direct set in standard foundation

Brick and mortar for stone base construction to match building (provided by owner)

Engineered for 31 psf. Wind load

2000 psi Concrete

Manufactured and installed

Parking Lot Entrance Signs: (quantity: 10)

Formed 1/8" aluminum cabinet with vinyl graphics

All printed graphics to receive laminated topcoat

All metal surfaces to be painted with Matthews polyurethane paint and clear coated

Stainless steel fasteners

Single pole mounting

Direct set in standard foundation

Engineered for 31 psf. Wind load

2000 psi Concrete

Manufactured and installed

Pole Mounted Parking Lot Identification Signs: (quantity: 8)

Formed 1/8" aluminum panels over aluminum angle frames with vinyl graphics

Interior angle frames mounted directly to existing pole

All printed graphics to have laminated top coat

Painted with Matthews Polyurethane and clear coated

Stainless steel fasteners

Manufactured and installed

General Specifications

A. Insurance: Vendors must provide proof via an insurance certificate or other written documentation of the following levels of insurance. These levels of insurance must remain in effect during the entire term of the contract. Comprehensive Liability Insurance = \$1,000,000.00

- B. Termination:** Either party may terminate the contract, for any reason by providing notice of said termination to the other party, in writing, 60 days prior to the proposed termination date.
- C. Miscellaneous:** If in the vendor's opinion the County has overlooked anything material or relevant, it is asked these item(s) be brought to our attention and be included in the proposal.
- D. Contract:** Vendor will provide a contract for consideration.

Summary of Requirements Necessary to Respond to this RFP

- A. Completion of Central Signage RFP Form and include all of the requested information.
- B. Must provide proof of insurance requirement that is part of this RFP.

LA CROSSE COUNTY
CAMPUS CENTRAL SIGNAGE PROPOSAL FORM

TO: Facilities Dept. – La Crosse County
212 6th Street North, room 1800
La Crosse, WI 54601

Proposals close at 3:00 p.m., Thursday, May 30, 2019.
Proposals will be opened at 3:05 p.m. on the same date and location.

PROPOSAL

(A Corporation)
(A Partnership)
(An Individual)

_____ of

_____ (Street) (City) (State) (Zip)

hereby agrees to provide services per specifications detailed in the Request for Proposals and Exhibits A, B, C and D. I understand work must be completed by August 30, 2019

The following information must be explained in detail and attached to this Proposal Form:

- _____ Design Proposal
- _____ Manufacturing Proposal
- _____ Installation Proposal
- _____ Proof of Insurance
- _____ Total Cost

I understand that La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause. I also understand that La Crosse County may allocate said proposals in any way most advantageous to La Crosse County.

Authorized Signature: _____

Printed Name: _____

Phone #: _____

Email: _____

Date: _____

Person to be contacted for questions in regard to this proposal: James M. Speropulos at 608-785-9770