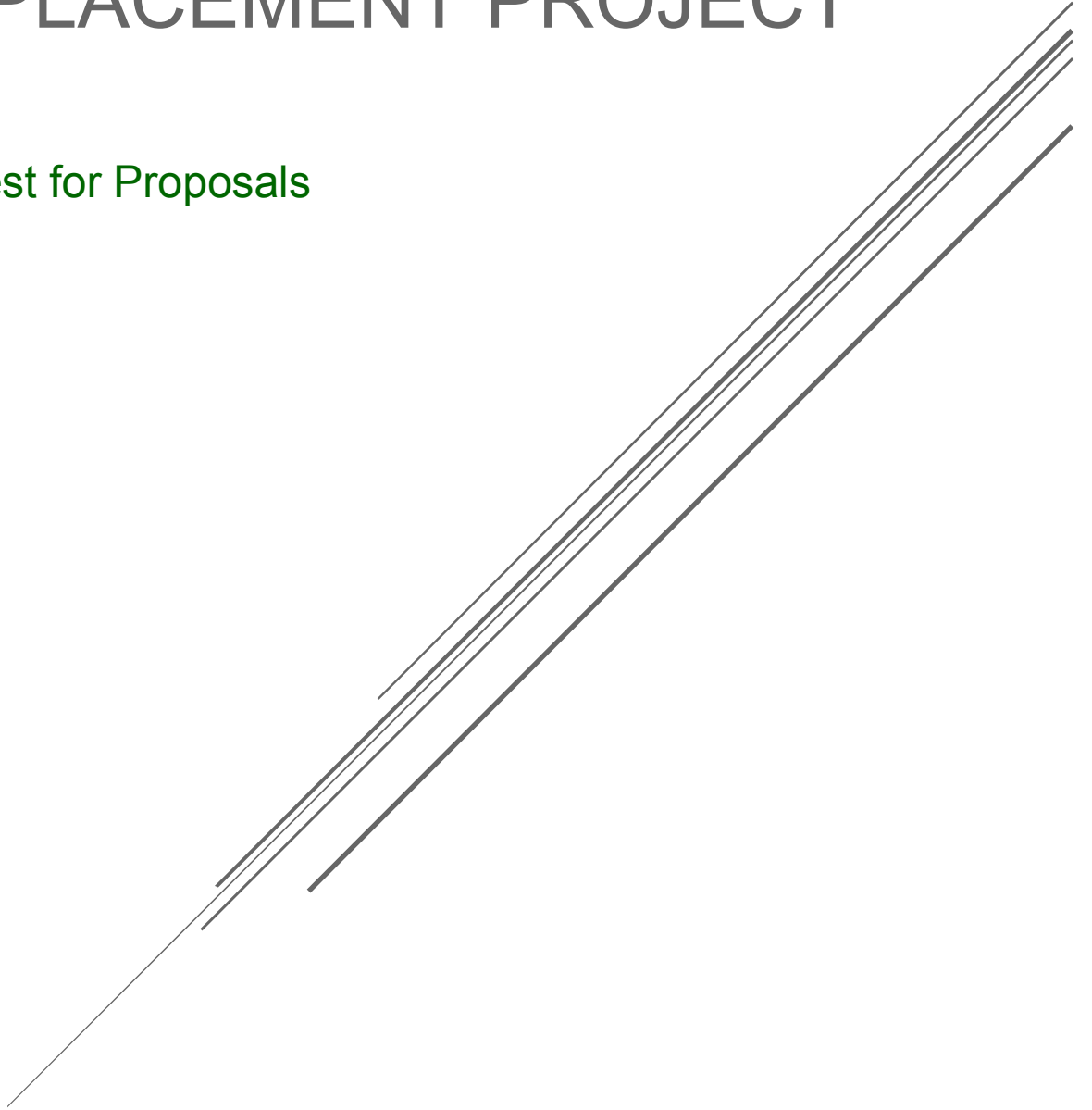


# EMERGENCY SERVICES FACILITY ROOF REPLACEMENT PROJECT

Request for Proposals



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**Request for Proposal (RFP)**

**Replacement of Emergency Services Facility Roof**

**Richland County, Wisconsin**

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**Proposal Deadline:**

**5:00 PM – September 19, 2025**

**Expected Project Completion:**

**Spring 2026**


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**Project Contacts:**

**For questions or additional information, contact:**

**Barbara Scott**


**Interim Director, Richland County Ambulance Service**

 **(608) 647-6474**

 **emsdirector@co.richland.wi.us**

**- OR -**

**Tricia Clements**

 **(608) 649-3001**

 **tricia.clements@co.richland.wi.us**

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## **I. INTRODUCTION AND BACKGROUND**

**The Richland County Joint Ambulance Committee invites qualified contractors to submit proposals for the replacement of the roof on portions of the Richland County Emergency Services Facility. The existing roof, over 20 years old, requires replacement. The building consists of three roofed sections; this project pertains primarily to two sections, excluding the third (completed in 2022 as part of a garage addition).**

**In addition to the standard replacement work, proposers are asked to submit an alternative bid for a peaked (gabled) roof design, inclusive of engineering, construction, and all necessary permits.**

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## **II. PROJECT SCOPE**

### **Base Bid Requirements:**

- 1. Removal of existing metal flashing and EPDM membrane.**
- 2. Installation of insulation to provide adequate slope for drainage.**
- 3. Installation of 60 mil EPDM membrane, ensuring watertight integrity.**
- 4. Replacement of metal flashing as required.**

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**5. Cleanup and disposal of all project-related debris.**

**Warranty Requirements:**

- **The new roofing system must carry a minimum 20-year manufacturer's warranty.**
- **The contractor must also provide a minimum 5-year workmanship warranty, covering:**
  - **Leaks, flashing defects, and installation-related failures.**
  - **Full repair or replacement of affected areas at no cost to Richland County.**
  - **A documented process for reporting and resolving warranty claims.**

**Proposals shall be itemized based on this list, with compensation stated for each item. Other services not listed but expected to be incurred must also be identified and estimated.**

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**Alternative Bid Requirement:**

**Proposals must include an alternative bid for:**

- **Design and construction of a gabled (peaked) roof structure to replace the current flat/low-slope roof.**

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- **Must include engineering, materials, permits, and any modifications necessary to accommodate the new design.**
  - **Structural and drainage considerations should be addressed in the bid.**
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### **III. RESPONSE SUBMISSION**

**Deadline:**

**All proposals must be received by 5:00 PM on September 19, 2025.**

**Delivery Address:**

**Barbara Scott  
Richland County Ambulance Service  
1027 N Jefferson St  
Richland Center, WI 53581**

 **emsdirector@co.richland.wi.us**

- **Submit two (2) copies of your proposal and all attachments.**
  - **Proposers are responsible for ensuring timely delivery.**
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### **IV. CONTRACTING AGENCY**

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**The contracting authority is the Richland County Clerk's Office, with all negotiations and review handled by the Joint Ambulance Committee, as authorized by the Richland County Board of Supervisors.**

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## **V. ADDITIONAL CONSIDERATIONS**

**Once a contract is awarded, the selected contractor will be required to meet with representatives from Richland County including the Joint Ambulance Committee and Ambulance Service staff. Meetings may be held in-person or virtually to finalize specifications.**

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## **VI. INCURRING COSTS**

**Richland County is not liable for any costs incurred by proposers during the preparation or submission of their proposals.**

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## **VII. CONTENTS OF PROPOSAL**

**Proposals must include:**

- **Evaluation and selection will be based on submitted documentation, references, and any necessary site visits.**
- **Itemized cost estimates for each component of the project.**
- **Proof of insurance: auto, liability, and worker's compensation.**
- **Proof of licensure, if applicable.**
- **Documentation of warranty coverage, including:**
  - **Minimum 20-year manufacturer's warranty for roofing materials.**
  - **Minimum 5-year workmanship warranty for installation and labor.**
- **Alternative bid documentation for gabled roof design.**

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## **VIII. SELECTION PROCESS & EVALUATION CRITERIA**

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**Proposals will be reviewed by the following Richland County committees:**

- **Joint Ambulance Committee**
- **Executive & Finance Committee**
- **Richland County Board of Supervisors (final decision)**

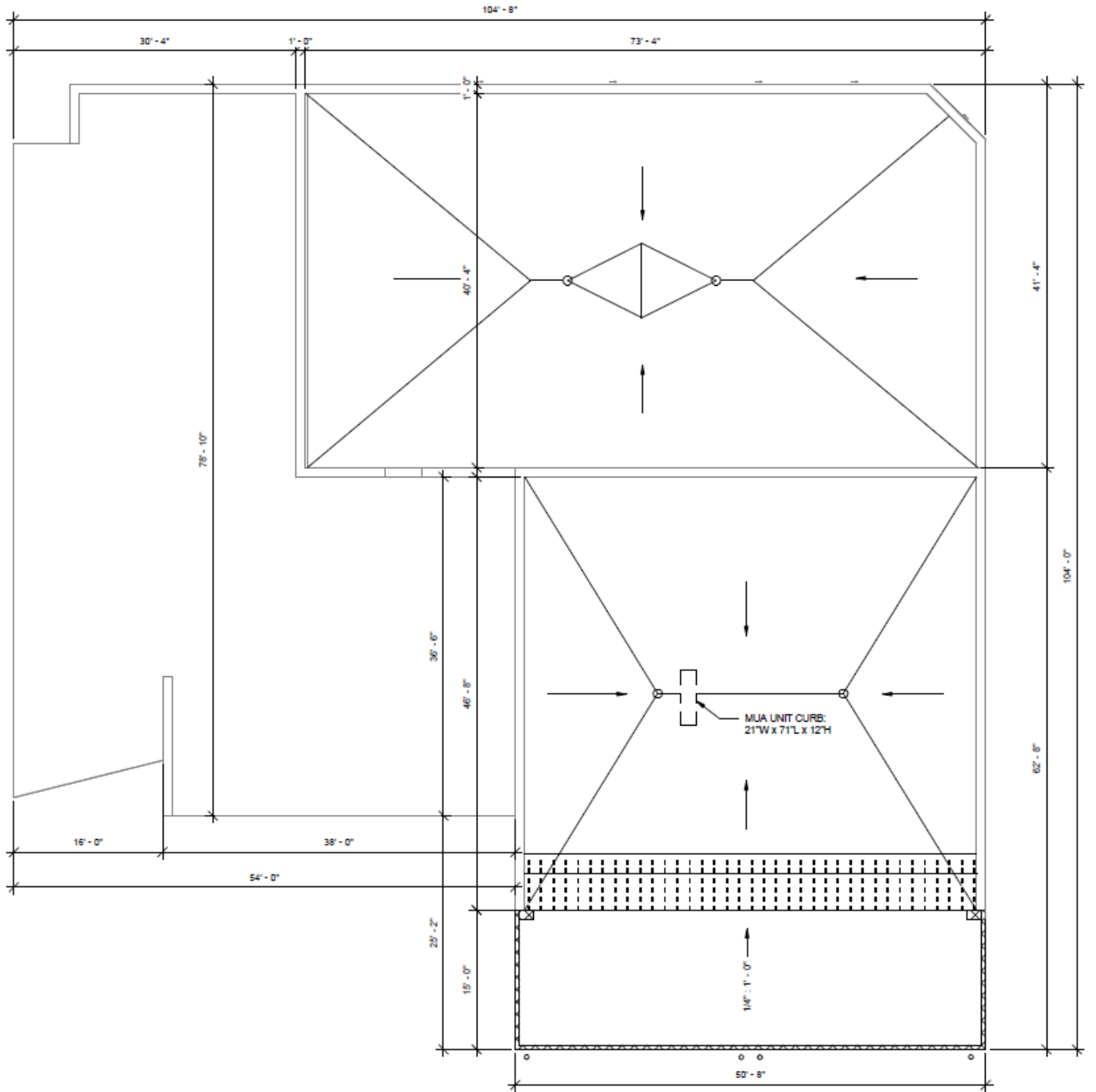
**Selection will be based on the proposal that best serves the needs and long-term interests of Richland County, not necessarily the lowest-cost proposal.**

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**Attachment 1 – Roof Plan**

***(Include diagram or reference drawing)***





1 Roof Plan  
A1.2 1/8" = 1'-0"