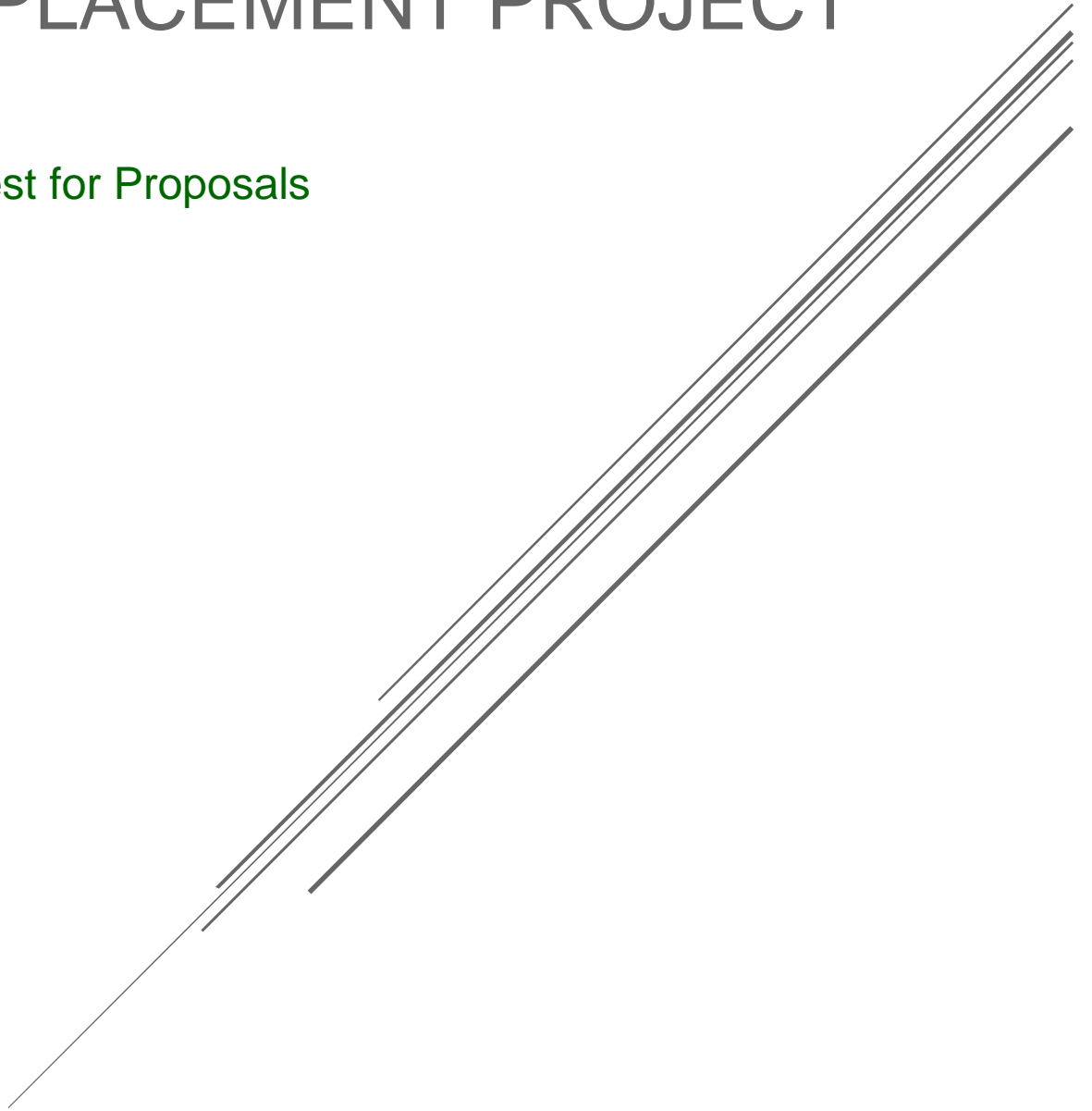


# EMERGENCY SERVICES FACILITY ROOF REPLACEMENT PROJECT

Request for Proposals



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**Request for Proposal for the  
Replacement of Emergency Services Facility Roof**

Proposals are to be submitted by 5pm on June 6, 2024.

PROJECT COMPLETION Summer/Fall 2024

For information regarding this Request for Proposal  
contact either:

Amber Burch  
at (608) 647-6474 or  
amber.burch@co.richland.wi.us

-OR-

Candace Pesch  
at (608) 649-3001 or  
candace.pesch@co.richland.wi.us

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**Request for Proposals**  
**Richland County Emergency Services Facility**

**INTRODUCTION AND BACKGROUND**

The Joint Ambulance Committee for Richland County, WI, requests proposals in connection with the replacement and potential angulation of 20+ year old roof.

The building consists of three roofed sections, of which this project applies primarily to two. The third section contains new roof, installed as part of the garage addition project in 2022.

**CLARIFICATION OF SPECIFICATIONS**

All requests for additional background or technical information will be directed to the Richland County Ambulance Office, Amber Burch, Interim Director.

**ADDITIONAL CONSIDERATIONS**

Once the contract is awarded, the selected contractor should expect to meet with representatives of the County including the Joint Ambulance Committee and Ambulance Service staff. Preliminary in-person meetings and conference calls can be used at the discretion of all parties involved to ensure all critical parameters of this project are properly detailed at the outset. Any questions or concerns not already addressed in this RFP can be raised in those meetings.

**INCURRING COSTS**

The County of Richland is not liable for any cost incurred by proposers in responding to this Request for Proposal.

**RESPONSE SUBMISSION**

The sealed proposal package must be delivered to:

Amber Burch  
Richland County Ambulance Service  
1027 N Jefferson St  
Richland Center, WI 53581  
Ph#: (608) 647-6474

All responses must be received by the Office no later than by 5pm on June 6, 2024. The Proposer should submit two (2) copies of each proposal and any attachments. Proposers must allow sufficient time for mail delivery of their proposals by the date specified.

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## **CONTRACTING AGENCY**

The Richland County Clerk's office is the authorized contracting agency for the County of Richland. All negotiations will be handled by the Richland County Joint Ambulance Committee, being duly authorized by the Richland County Board of Supervisors.

## **CONTENTS OF PROPOSAL**

- Evaluation and selection of the successful proposal will be based on the information submitted in the proposals, references, and on-site visits, if any.
- Expected costs associated with the proposed work.
- Proposers are required to submit copies of proof of auto, liability, and worker's compensation insurance.
- Proposers may be asked to provide proof of licensure.

## **PROJECT SCOPE**

The services required include:

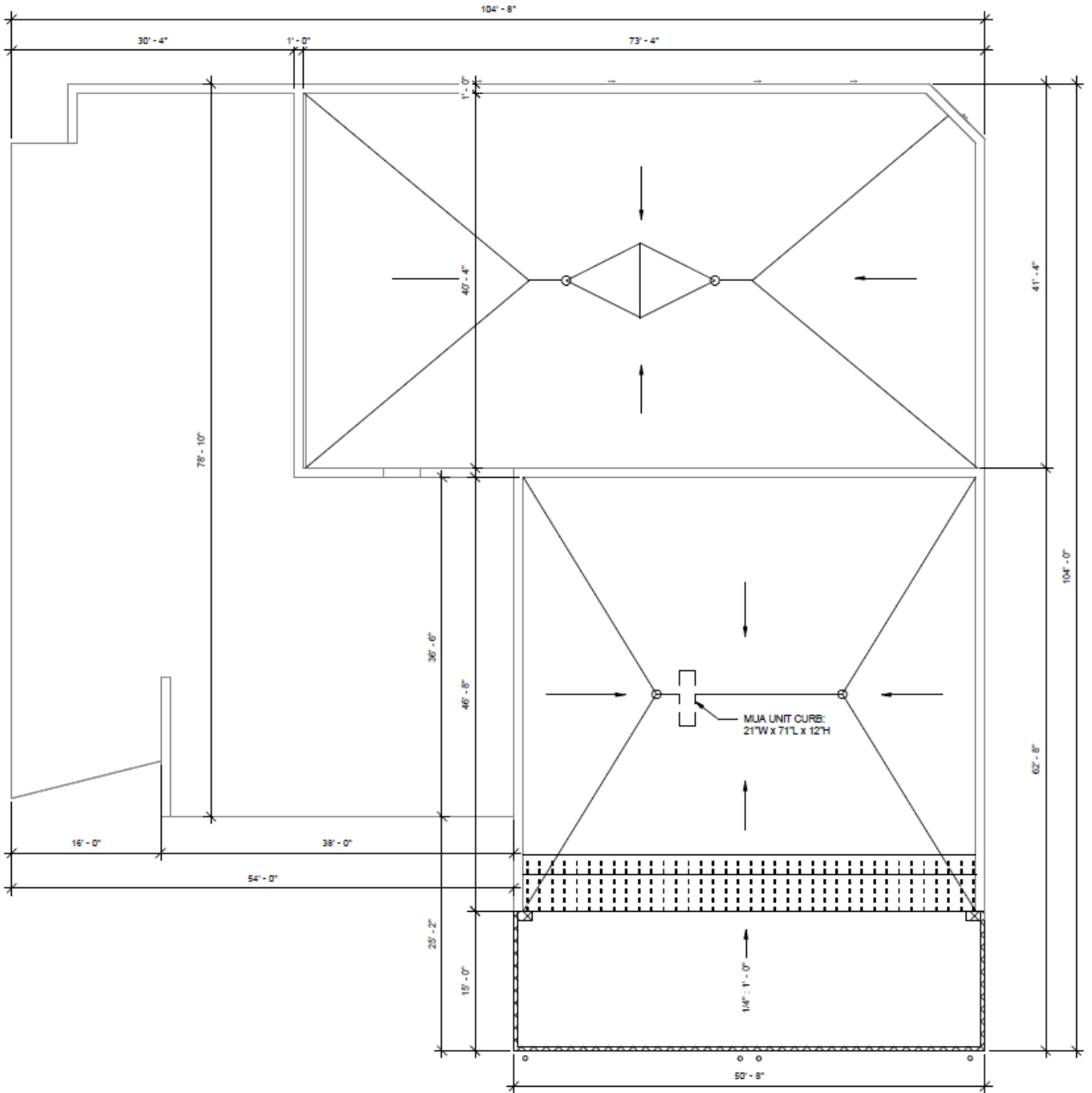
- Removal of existing metal flashing and EPDM roof membrane.
- Installation of insulation to ensure an appropriate grade to allow for drainage.
- Installation of new 60 mil EPDM roofing membrane ensuring a watertight seal and replacement of metal flashings.
- Clean up and removal of leftover material and debris.
- New roof to have at least 20 year warranty.

Proposals shall be itemized based upon this list, with compensation stated for each item. Other expenses for services not itemized but expected to be incurred shall also be identified and estimated in the proposal.

## **SELECTION PROCESS - AWARD EVALUATION CRITERIA**

The following Richland County Government Committees will evaluate all written proposals, submitted in response to this request for proposal: Joint Ambulance Committee, Executive & Finance Committee, and the Richland County Board of Supervisors, which will make the final decision on the selection. The selection will be based upon a determination of which proposal best meets the needs and interests of Richland County and may not necessarily be the lowest-cost proposal.

Attachment 1  
Roof Plan



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