

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSALS

Electrical Update (Pavilion)

for the following park areas:

Waterloo Firemen's Park
500 Park Avenue
Park Pavilion

Submittal Deadline:
April 25, 2024, 10:00 A.M.

Prepared By:

Gabe Haberkorn
Parks Coordinator
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

v- 920-478-3025
f- 920-478-2021
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REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Service Provider") who shares this commitment to excellence to submit a sealed proposal.

The proposal shall include all the following:

a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed. Proof of Insurance needs to be provided with the following conditions:

- Worker's Compensation: \$500,000 Each Accident
- Comprehensive General Liability: \$2,000,000
- Comprehensive Automobile Liability: \$1,000,000
- Umbrella Excess Liability: \$2,000,000

b) References – Discuss the firm's prior experience in providing the proposed service in a municipal setting or similar. Provide a list of current clients.

c) Bid Proposal Pricing - Submit bid pricing using the example provided in this document.

**All bidders are encouraged to attend a facility walk through to view the facilities and have questions answered.
Thursday, April 18, 2024 at 10 am
Tour start, Waterloo Firemen's Park, Concession Shelter (Field A), 500 Park Avenue**

SCOPE OF SERVICES

The Service Provider will provide the following:

1. Electrical Updates (Pavilion)

Services shall include:

- Updating existing lighting in Upper Pavilion Wall Space (Track Lighting)
- Updating existing lighting in Upper Pavilion Ceiling Space
- Updating/Repair of existing Fuse Boxes in Lower Pavilion (Kitchen)
- Updating existing lighting in Lower Pavilion Recessed Lighting

Notes

Any other questions or instruction will be addressed at the facility walkthrough on April 18, 2024 at 10 am.

*Waterloo Parks and DPW will assist in any manner they can and when available

Location Contact for all work: Parks Coordinator Gabe Haberkorn, 920-478-3025

PROPOSAL PRICING

Use the format below as a guide for documenting all proposal pricing.

Bid #	Location(s)	Project	
1	Upper Pavilion Track		
2	Upper Pavilion Ceiling		
3	Lower Pavilion Fuse		
4	Lower Pavilion Recessed Lighting		

SUBMITTAL SIGNATURE

Provide a proposal that includes all contact information listed below. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone #

Email

DISCLAIMERS

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City's sole discretion, has deficiencies. In addition, the City reserves the right to enter negotiations with one or more respondents. In addition, the City reserves the right to refuse any and all bids.

CONTACT & SUBMITTAL INFORMATION

Contact Gabe Haberkorn at 920-478-3025 should you have specific questions regarding the information we are requesting.

Sealed submittals can be delivered on or before the date on the cover page to the Waterloo Park Coordinator's Office, 136 North Monroe Street, Waterloo, Wisconsin 53594.