

**TOWN OF COTTAGE GROVE  
OFFICIAL NOTICE  
ADVERTISEMENT FOR ROOFING BID**

Notice is hereby given that the Town of Cottage Grove, Dane County, Wisconsin is seeking bids to furnish and install a PermaSeal membrane over the existing steel roof of the Town Hall at 4058 County Road N, Cottage Grove, WI 53527. Work is to be performed in 2024. The Request for Proposal is attached, or is available at the Town Hall, 4058 County Road N, Cottage Grove, WI, from 8:00 A.M. to 12:30 P.M. Monday thru Friday, or by calling or emailing the Town Clerk-Treasurer at 608-839-5021 or [clerk@tn.cottagegrove.wi.gov](mailto:clerk@tn.cottagegrove.wi.gov). Proposals will be accepted until 12:30 P.M. on Monday, December 4, 2023.

Kim Banigan  
Clerk-Treasurer

# Announcement

**Request for Bid: Furnish and install Permaseal Membrane  
over existing steel roof.  
Town Hall  
4058 County Road N  
Cottage Grove, WI 53527**

Sealed proposals are invited to furnish and install Permaseal Membrane over the existing steel roof of the Town Hall, as specified below, with work to be performed in 2024.

This is a request for proposals and not an order for work. SEALED proposals should be marked as “Roofing Bid for Town Hall” and mailed or hand delivered to the following no later than 12:30 P.M. on Monday, December 4, 2024:

Town of Cottage Grove  
4058 County Road N  
Cottage Grove, WI 53527

Date of opening and December 4, 2023  
awarding of bid:

Time: 7:00 P.M.

Place: Town Hall  
4058 County Road N  
Cottage Grove, WI 53527

**I. PROPOSAL TERMS:**

- A. The Town of Cottage Grove (Town) reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service, and other factors which the Town may consider. The Town does not intend to award a bid fully on the basis of any response made to the proposal; the Town reserves the right to consider proposals for modifications at any time before a bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Town's specifications and needs.
- B. The Town reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Town to be in the best interests of the Town even though not the lowest bid.
- C. Proposals must be signed by an official authorized to bind the provider to its provisions for work to be performed in 2024, completed by May 1, 2024. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP's may be adjusted to allow for revisions.

**II. VENDOR QUALIFICATIONS**

The proposal must include all the following information:

- A. List at least four (4) references including names, addresses, phone numbers and contact persons, of clients for whom you have performed similar services as requested in this proposal.
- B. Provide a copy of your license/certification.
- C. State how long you have been operating under your present company name.
- D. Have you ever defaulted on a contract? If so where and why?

**III. INDEMNIFICATION AGREEMENT**

The contractor will protect, defend and indemnify the Town of Cottage Grove, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Town of Cottage Grove in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

**IV. INSURANCE REQUIREMENTS**

- A. The Contractor will maintain at its own expense during the term of this Contract, the following insurance:
  - 1. Workers' Compensation Insurance with Wisconsin statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.
3. The Town of Cottage Grove shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

- B. Contractor shall be responsible to the Town of Cottage Grove or insurance companies insuring the Town of Cottage Grove for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage.
- C. Contractor shall furnish the Town Clerk's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Town of Cottage Grove, 4058 County Road N, Cottage Grove, WI 53527, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.
- D. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Town Clerk. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended.

**V. COMPLIANCE WITH LAWS AND REGULATIONS**

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA requirements and the Americans with Disabilities Act.

**VI. TERMINATION OF CONTRACT**

Either party may terminate the contract by giving thirty (30) days written notice to the other party.

**VII. PAYROLL TAXES**

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

**VIII. CHANGES IN SCOPE OR SCHEDULE OF SERVICES**

Changes mutually agreed upon by the Town and the Contractor will be incorporated into this contract by written amendments signed by both parties.

**IX. CHOICE OF LAW AND FORUM**

This contract is to be interpreted by the laws of Wisconsin. The parties agree that the proper forum for litigation arising out of this contract is in Dane County, Wisconsin.

**X. EXTENT OF CONTRACT**

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

**XI. GENERAL SPECIFICATIONS**

- A. SCOPE OF WORK: Through this bid, the Town of Cottage Grove is establishing a contract with a Contractor for furnishing and installing Permaseal Hot Air seam welded reinforced membrane over the roof of the Town Hall at 4058 County Road N, Cottage Grove, WI. The Contractor who is selected will be expected to provide the materials and services as specified in section XIII. JOB SPECIFICATIONS below based on the prices quoted in this

bid. The Contractor shall provide all labor, materials, equipment and supervision with incidental services necessary to complete the job. The Contractor shall remove all scrap, liter and debris at the end of each work day, take steps to protect any plantings around the building, and maintain safe access for users of the building during the work day.

B. COMPLETION: Upon completion of the project, the Contractor shall conduct careful inspection with the Town Highway Superintendent and shall correct all defective work to the satisfaction of the Town Board. The Contractor shall remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory condition.

**XII. WARRANTY**

The Contractor and or manufacturer shall warrant all work performed under this contract for a period of two years from the date of the Town's acceptance of the completed job. Any defects in materials or workmanship appearing during this period shall be corrected without cost to the Town.

**XIII. JOB SPECIFICATIONS**

Contractor shall be responsible for obtaining all necessary building permits.

A. Disconnect and reconnect HVAC unit/conduit	\$
B. Furnish and install new Permaseal Roofing	\$
C. Flash all units, vents, stacks and penetrations as needed using approved sealant	\$
D. Completely seal all units, vents, stacks and penetrations as needed using approve sealants	\$
E. Flash roof edge	\$
F. Furnish and install new 6" steel rain carrying system, including new downspouts	\$
<b>Total Project Cost</b>	

**XIV. SIGNATURE**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

URL or Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Date Signed: \_\_\_\_\_

The above individual is authorized to sign on behalf of company submitting proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for work to be performed in 2024, completed by May 1, 2024.