

Request for Bid  
for  
**Various Interior Facilities Improvement Projects**

Issued by:  
*Domestic Abuse Intervention Services, Inc.*

**Proposals must be submitted  
No later than 5:00 PM CST  
June 21, 2023**

LATE PROPOSALS WILL BE REJECTED  
There will not be a public opening for this RFP

For further information regarding this RFB,  
contact Brea Kleine  
E-mail: [break@abuseintervention.org](mailto:break@abuseintervention.org)

Issued: May 26, 2023  
Updated: June 14, 2023  
Updated: June 20, 2023

## 1. General Information and Scope

Domestic Abuse Intervention Services (DAIS), located at 2102 Fordem Avenue, Madison, Wisconsin, is the only comprehensive domestic violence shelter in Dane County. The shelter provides a range of services, one of which is a shelter that is open 365 days a year, 24 hours a day, 7 days a week.

DAIS is seeking bids to establish a contract for three types of services: (1) demolition of wall and upgrades to two spaces that are adjacent; (2) kitchen counter-top replacement and paint touch-up; and (3) carpet replacement. In addition, because the project is funded by Dane County with Community Development Block Grant (CDBG) funds, DAIS also is seeking a vendor that is knowledgeable and experienced in gathering the information and preparing the reports necessary to comply with CDBG requirements.

All work must be completed in a timely manner. Once a phase begins, it must be worked on continuously until completed, as this space is home to many people.

The following definitions are used throughout the RFB documents:

- Bidder / Vendor – A company or individual submitting a bid response to this RFB.
- Contractor – The bidder awarded the contract.
- Purchaser – Domestic Abuse Intervention Services.
- County – Dane County, Wisconsin.
- RFB – Request for Bid.

## 2. Contract Term

The project end date is projected to be September 30, 2023. It is expected that all projects will be completed by then and all invoices for services rendered will have been submitted by the Contractor for review.

## 3. Questions

If a vendor discovers any significant ambiguity, error, conflict, discrepancy, or other deficiency in this RFB, they shall notify the DAIS contact person (listed below) of such error and request a modification or clarification. Any communications or questions regarding the specification or special conditions of the bid shall be submitted via email to the DAIS contact person as soon as possible but no later than June 12, 2023.

The DAIS contact person is Brea Kleine, DAIS Operations Manager. Her contact information is:

- Email: [break@abuseintervention.org](mailto:break@abuseintervention.org)
- Telephone: 1 (608) 235-8428

Any clarifications or updates to RFB will be posted on the DAIS website, which can be found at: [abuseintervention.org](http://abuseintervention.org).

All bidders are solely responsible for checking the website for the latest information on the RFB, before submitting a bid. Failures to acknowledge and incorporate all updates into a bid may disqualify a vendor's bid.

#### 4. Bid Response Requirements

For a bid to be considered, the following information must be provided by the due date and time listed on the bid cover page. Failure to include any required document will disqualify a bid. The required documents are:

- Signature and Authority Affidavit Form – Attachment A.
- References Sheet – Attachment B.
- Bid Offer Form – Attachment C.

The Signature and Authority Affidavit submitted in response to this RFB must be signed by the person in the Contractor's organization who is responsible for the decision on prices being offered in the Bid, or by a person who has been authorized in writing to act as an agent for the person responsible for the decision on prices and services.

#### 5. Bid Submission

Bids must be submitted via email with all attachments listed in section 4, Bid Response Requirements. Bids shall be sent to Brea Kleine at [break@abuseintervention.org](mailto:break@abuseintervention.org) by 5:00 pm on June 21, 2023.

#### 6. Award Process

The Award process will proceed in three steps:

1. A tentative notice of award shall be made on the basis of the lowest Total Cost of the bid, as reflected Attachment C, from a responsive, responsible bidder who meets specifications. Timeliness of project completion will be considered when making this award.
2. The bidder receiving the tentative notice of award shall, within 14 days of receiving the notice, conduct a guided site visit under DAIS supervision to review the site, validate assumptions, ask questions, and clarify expectations.
3. Within 7 days of the site visit date, the tentative winning bidder shall submit to DAIS a revised cost proposal that considers new information gained from the site visit under step #2.

DAIS and the bidder will review and discuss the revised proposal and, if necessary, negotiate final terms and the amount of the award.

DAIS reserves the right to cancel the tentative notice of award if the parties cannot negotiate a final agreement, the bidder is unable to complete in a timely manner steps 2 and 3 above, or if DAIS otherwise concludes making a final award to the bidder is not in DAIS' best interests. If the tentative award is cancelled, DAIS will approach the next lowest Total Cost, responsible bidder with a tentative notice of award.

#### 7. Bidder / Contractor Qualifications

To be eligible for a contract award, the bidder must be qualified and able to provide the following:

- a. The Bidder must supply references of three firms or agencies to which similar services of comparable size and scope have been provided during the last three years. If contacted, all of the references must verify that a high level of satisfaction in service delivery was provided. Use Attachment B to provide references.
- b. All employees and sub-contractors conducting work on the DAIS premises must pass a criminal history and background check. Failure by the Bidder to provide all information necessary to complete a timely background check will result in a cancellation of any offer by DAIS to contract with the Bidder.
- c. Because of the close proximity Contractor's staff could have to shelter residents, all of whom are victims of domestic violence, the Contractor must commit to working with DAIS management and security staff to ensure controlled access to the facility.
- d. The Bidder must have experience with CDBG-funded facilities improvement / construction projects, and with complying with CDBG requirements including data for reporting. Attestations of experiences must be provided in Attachment C. Reports include but are not limited to:

- I. CDBG Employment and Contract Summary Report
- II. Labor Standards Enforcement Report – HUD Form 4710
- e. The Bidder must ensure that pricing of services provided in Attachment C includes employee / sub-contractor compensation levels that comply with prevailing wage and other labor requirements in the Davis-Bacon Act.
- f. The Bidder must provide a statement of their Warranty Policy on services provided.
- g. Prior to contract agreement, the Bidder must complete DAIS Independent Contractor paperwork and Confidentiality Agreement.
- h. The Bidder must maintain:
  - I. worker’s compensation insurance as required by Wisconsin Statutes for all employee’s engaged in the work; and
  - II. commercial liability, bodily injury, and property damage insurance against any claim(s) that might occur in carrying out this contract. Minimum coverage shall be \$1,000,000 liability for bodily injury and property damage including products liability and completed operations.

## 8. Project / Service Specifications

1. Demolition and construction to combine two adjacent rooms into one work/meeting space in shelter:

- Room A = ~11’ 0½” x 16’
  - Also known as “HUB”
- Room B = ~15’ 1” x 11’ 6”
  - Also known as “Library”

Work to be completed:

- a. Removal in part of one wall (measuring ~11’ 6”) between Room A and Room B
    - a. Removal of cabinets on upper section of wall
    - b. Leave a partial/half wall (length to be determined)
    - c. Add ledge (likely wood) on top portion of partial/half wall
  - b. Addition of one wood door to a rough opening leading to Room B (door handle/lock will be provided by DAIS)
  - c. Removal of window from demo wall and relocation to adjacent wall in Room A
  - d. Removal of Carpet from Room A and Room B
  - e. Priming and painting of interior of Room A and Room B (DAIS will provide sample to match)
  - f. Installation of laminate flooring, including underlay and/or padding in the newly created space (combination of Room A and Room B)
2. Replace countertops in Kitchen area of shelter and paint sections of 3 walls
    - a. Removal of current Formica laminate countertops & backsplash
      - i. Includes six separate areas of countertop:
        1. four include cut-outs for sinks (to be reused) or stovetops
        2. two have no cut-outs
    - b. Installation of high-quality stainless-steel countertops & backsplash, preferably with thickness of 16-ga. or lower, or quartz countertop (or other agreed upon material after discussion)
    - c. Removal of current Formica laminate countertops and backsplash at breakfast bar
      - i. Includes three separate areas of countertop:
        1. one includes cut-outs for sinks (to be reused)
        2. two have no cut-outs
    - d. Installation of new agreed upon countertops at breakfast bar
    - e. Prime and paint kitchen area above stovetops and around cabinets (DAIS will provide sample to match)
  3. Replacement of carpet in Great Room play area in shelter (~600sq ft)
    - a. Removal of current carpet squares in Great Room play area

- b. Installation of new carpet squares in Great Room play area with extra squares for replacement by DAIS at a later time
4. Requirement to prepare CDBG Administrative data, documentation and reports for submission to DAIS
- a. CDBG Employment & Contractor Summary Report (Contractor completes)
  - b. Labor Standards Enforcement Report – HUD Form 4710 (Contractor and DAIS complete together)
  - c. Invoicing listed in Section 10 of this document (Contractor completes)

## 9. Firm Prices

Prices submitted by the bidder must remain firm for 45 calendar days after the due date for submitting bids. Prices established may be lowered due to general market conditions.

## 10. Invoicing Requirements

All invoices must be itemized showing:

- a. Purchase order number
- b. Vendor name stated on your bid
- c. Remit to address
- d. Complete product description
- e. Prices per contract

## 11. Payment Terms

Payment will be made when each phase of the project is completed and inspected by DAIS to confirm that requirements and standards have been met. DAIS will inspect work and make payment within 14 days after receiving invoice.

All materials purchased for this project must be approved by DAIS and all excess materials will become property of DAIS.

## 12. Contract Cancellation

This contract may be terminated by either party under the following conditions:

- a. DAIS may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the Contractor.
- b. If the problem is service performance, the Contractor will be warned either verbally or in writing of the unsatisfactory performance and intent to cancel the contract, The Contractor will be given a stated period of time to “cure” the performance. If the performance does not improve, DAIS will provide the Contractor three (3) days written notice that the contract will be cancelled. Upon termination, DAIS’ liability will be limited to the pro rate cost of only those services that meet DAIS’ standards of quality and were completed as of the date of termination.
- c. In the event the Contractor terminates the contract, for any reason whatsoever, the Contractor is required to submit to DAIS a written certified letter not less than 60 days prior to contract cancellation. The Contractor will, in turn, refund DAIS, within 30 days of contract termination, all payments made by DAIS for work not completed.
- d. DAIS has the right to cancel and terminate the contract without notice if: (1) the Contractor fails to maintain and keep in force the insurance as required; and/or (2) the Contractor’s performance threatens the health and/or safety of DAIS staff, clients, or visitors to the DAIS premises.

*Attachment A*  
**Signature and Authority Affidavit form**

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Name of Authorized Company Representative

\_\_\_\_\_  
Position / title of Authorized Representative

\_\_\_\_\_  
Signature of Above

\_\_\_\_\_  
Date

*Attachment B*  
**Vendor References**

**PROPOSER:** \_\_\_\_\_

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate proposal page. At least one reference must be from a CDBG funded project and timeliness of completion will be asked of all references. Attach additional page(s) if necessary.

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

Address (include Zip + 4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

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

Address (include Zip + 4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

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

Address (include Zip + 4) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

Attachment C  
**DAIS Bid Offer Worksheet**

**Vendor Name:** \_\_\_\_\_

The DAIS Facility Improvement project has three components. In Section 1 below, the vendor must propose a price for all four components. The vendor’s total proposed cost will be derived from the sum of each of the three components. The components are: (1) demolition of wall and upgrades to two spaces that are adjacent; (2) kitchen counter-top replacement and paint touch-up; (3) carpet replacement; and (4) preparation of CDBG Administrative documentation and reports. In Section 2, the vendor must report their experience with various aspects of managing and completing a CDBG-funded project.

**Section 1 – Pricing** (breakdown of pricing is for informational purposes only)

| Component   | Pricing Considerations   | Proposed Price |
|---|--|----------------|
| Demo, construction and interior painting of shelter office/meeting space                  | Remove part of shared wall, install wood door, relocate window, remove carpet & replace with flooring (likely laminate), prime all wall surfaces and apply one to two coat(s) of paint. Paint must match current paint used in that space (DAIS will provide sample to match). |                |
| Kitchen counter <b>stainless steel</b> replacement and painting of spaces above stovetops | Remove Formica Laminate and replace with stainless steel (or other agreed upon countertops). Prime & apply one to two coat(s) of paint on kitchen areas above stovetops and between cabinets (DAIS will provide sample to match).  |                |
| Kitchen counter <b>quartz</b> replacement and painting of spaces above stovetops          | Remove Formica Laminate and replace with quartz (or other agreed upon countertops). Prime & apply one to two coat(s) of paint on kitchen areas above stovetops and between cabinets (DAIS will provide sample to match).   |                |
| Carpet replacement  | Remove carpet from kids’ play area, replace with agreed upon carpet squares, providing some extra squares for future replacement (by DAIS) if squares are damaged.   |                |
| CDBG Documentation  | Preparation and submission of administrative data (invoicing statements), CDBG Employment & Contractor Summary Report (Contractor and DAIS complete) and Labor Standards Enforcement Report – HUD Form 4710 (Contractor completes).  |                |

|  |    |
|--|----|
| <b>Total Cost of Bid (w/stainless steel)</b> | \$ |
|--|----|

**Section 2 – CDBG Project Experience**

|                                     |    |
|-------------------------------------|----|
| <b>Total Cost of Bid (w/quartz)</b> | \$ |
|-------------------------------------|----|

Note below whether the bidder, or a resource person the bidder will subcontract with, has the following experiences with managing Dane County projects supported with CDBG-funds.

| Experience with ....  | YES | NO |
|---|-----|----|
| 1. Collecting and reporting data necessary to comply with the Davis-Bacon act.          |     |    |
| 2. Collecting information necessary to comply with other county reporting requirements. |     |    |
| 3. Successfully preparing and submitting county reports on time.                        |     |    |

Projected start date: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

**Target end date:** September 30, 2023