



HARTLAND-LAKESIDE SCHOOL DISTRICT

Request for Proposal

Asphalt Replacement

A. Purpose

The Hartland-Lakeside School District is seeking proposals from qualified contractors for asphalt replacement for the North Elementary School parking lot. This project generally includes asphalt pavement replacement, existing base aggregate replacement as necessary, and pavement striping.

B. Scope of Services Requested

- a. Contractor shall provide asphalt replacement at the following location:

**North Elementary School
232 Church Street, Hartland, WI 53029**

- b. The successful bidder will remove asphalt material from district property and dispose of materials.
- c. Rock clause: if after excavation, the gravel sub-base is not suitable for asphalt installation, additional sub-base will be excavated and replaced with suitable base material. The additional cost will be agreed upon, before said work begins and added to the final billing.
- d. The following individuals are the only District employees that can make requests to lead contractor:
- Gregg Venchus, Buildings and Grounds Manager (262) 369-6740
 - Amy Holley, Director of Business Services (262) 369-6737
- e. Contractor will be responsible for measuring the designated area.
- f. All disturbed areas must be backfilled to original elevations.
- g. Contractor is responsible for all required permits.
- h. Please provide 3 references for the District to contact. The District prefers references of customers who had large lots completed by the contractor.
- i. The project is tax exempt.
- j. Map of location is attached to the last page of the proposal.
- k. Would like work to be completed by June 30th, 2024 if possible.

C. Examination of Site

- a. All contractors are invited to visit the site to conduct field measurements, familiarize themselves with the existing conditions and verify requirements.

D. Bid Security

- a. No Bidder may withdraw a Bid for a period of 60 days after the date of the opening. A Bid Bond is not required for this project.

E. Commencement and Completion

The successful bidder must agree to the following stipulations:

- a. Diggers Hotline and Private Utility Locate Service must be contacted and visit the site to identify and mark any underground utilities within the site of work.
- b. A plan must be in place that will address any overhead utilities that are in the area of work or that may be affected when gaining access to the work site.
- c. Mark out and barricade as needed to ensure the entire work zone is safe and secure for the duration of the project.
- d. Specific work dates must be coordinated with the District and the contractor prior to commencement.

F. Certificate of Insurance

- a. Contractor shall provide proof the following insurances:
 - The Contractor shall maintain public liability insurance covering itself and the Hartland-Lakeside School District as a named insured against injury to persons or property arising out of operation of the contractor in or on the District's facilities and grounds, with limits of **\$1,000,000.00** each occurrence – bodily injury, and **\$1,000,000.00** each occurrence – property damage. Any damage to a building and/or its contents must be covered at full replacement cost. During the life of this contract, the Contractor shall carry and maintain Workers Compensation Insurance for all the Contractor's employees working at District facilities and shall name the District as an additional insured party. Proof of the required insurance coverage is a condition to the granting of a contract. The Contractor shall furnish certificates reflecting compliance with these requirements to the Hartland-Lakeside School District.
- b. The District is not responsible for any damage to equipment while providing services to the Hartland-Lakeside School District.
- c. Property damage inflicted to the Hartland-Lakeside School District property by contractor shall be reported immediately to the Buildings and Grounds Manager. It is the contractor's duty to exercise reasonable care when providing this service.
- d. Contractor shall indemnify and hold harmless the school district from and against all claims, damages, losses and expenses caused by the contractor's negligence and resulting from performance of the contractor's work under this contract.

G. Cost of Services

- a. Please provide a rate for bus lot asphalt replacement, 50% stone base replacement, pavement striping, drain tile and concrete sidewalk patches.

H. Submission of RFP

- a. You may mail, email or deliver in person your proposal. Label the printed/sealed proposal with the words “North Bus Lot Proposal” or place the words “North Bus Lot Proposal” in the subject line.
- b. Before taking the RFPs to the Board of Education, the Director of Business Services and/or the Buildings and Grounds Manager may conduct a personal interview with the owner/president to go over the proposal if necessary.
- c. Proposals due, **Friday, March 8th, 2024 by 4:00 p.m.**
 - i. Hartland-Lakeside School District
Amy Holley, Director of Business Services
800 E North Shore Drive
Hartland, WI 53029
aholley@hartlake.org

I. Award of Contract

- a. It is anticipated the selection of the vendor will be completed and approved at the April 2024 Board of Education Meeting by vote of the Board of Education. Evaluation of bids will be based upon cost and capabilities of performing requirements of RFP. The District reserves the right to modify this proposal or reject any bids at its sole discretion. Following the notification of selection, it is expected the contract will be executed between both parties by June 30, 2024.

J. Termination of Contract

- a. The Board of Education of the Hartland-Lakeside School District reserves the right to terminate the contract with the winning contractor at any time for not fulfilling the obligations listed in any of the sections of the RFP.
- b. The contractor shall be subject to a liquidated damages fee in the sum of five-thousand dollars (\$5,000) plus any legal fees if the contract is terminated before completion of this contract and once approved by the Board of Education.
- c. The contractor shall indemnify the Hartland-Lakeside School District and any of its employees and hold harmless from any and all liability. The District must be listed on contractor’s insurance certification by the date of the contract being signed.

The yellow highlighted section is the area requested in this proposal.

