

OFFICIAL NOTICE TO VENDORS  
MARATHON COUNTY, WISCONSIN

REQUEST FOR PROPOSALS

Marathon County is issuing a request for proposals to solicit qualified vendors to supply and deliver replacement fiberglass fixed casement windows for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Marathon County Library.

Interested firms may obtain instructions and specifications beginning Thursday February 20, 2020.

Copies will also be available on the Marathon County Website: <https://www.co.marathon.wi.us/>.

RFP packages will be e-mailed at no charge. Interested parties may call 715-261-6980 to request information on obtaining these documents.

All vendors are responsible for viewing/downloading the correct documents for the purposes of providing a sufficient bid. As holders of these documents, the viewer assumes full responsibility to obtain any addenda or other materials prior to bidding and/or construction of the project. Since Marathon County does not have control over the means of printing these documents, the viewer is responsible for verifying that all documents are obtained and that they have been printed correctly.

Offerors are responsible for errors or missing information if documents are obtained from sources other than those identified herein. Marathon County will not allow or excuse incorrect bids submitted by a Contractor based on errors or missing information in documents obtained from other sources.

A pre-proposal meeting will be held on Thursday, February 27, 2020, at 10:00 AM at the north lobby of the Marathon County Library located at 300 1<sup>st</sup> Street Wausau, WI 54411. This is a **mandatory** for firms intending to submit a proposal.

Proposals shall be submitted to Craig Christians at the Facilities and Capital Management Department at the address indicated below. The envelope containing the Proposals shall bear the name and address of the interested firm and the notation "**Replacement Windows for the Marathon County Library**".

All Proposals must be received at the Marathon County Facilities and Capital Management Department at 1000 Lake View Drive, Suite 300 (Door #27) Wausau Wisconsin 54403 no later than **Tuesday March 10, 2020 at 2:00 p.m.** Proposals received after that date and time will **NOT** be accepted. Actual receipt by said time is required and deposit in the mail is insufficient.

Proposals shall remain firm once submitted and may not be withdrawn for a period of ninety (90) days, subject to provisions for correction of error in the proposal as contained in section 3.05 (1) (g) of the procurement code.

Marathon County reserves the right to reject, in whole or in part, any and all proposals; to waive any technical deficiencies in the proposals; to accept the proposal and award final contract to the responsible offeror determined to be the most advantageous to Marathon County. The contract shall be awarded in accordance with the terms and conditions of section 3.05 (2) (g) of the procurement code. This solicitation may be canceled if doing so is determined to be in the best interests of Marathon County. Upon award of the contract, all submitted documents become subject to the Open Records Law of the State of Wisconsin.

The General Code of the County of Marathon contains various procurement policies which are applicable to this proposed procurement. These include prohibitions against gratuities and kickbacks.

Craig Christians

MARATHON COUNTY

Facilities & Capital Management Dept.

Wausau, Wisconsin