

LANGLADE COUNTY  
FORESTRY, PARKS, AND  
RECREATION DEPARTMENT  
1633 NEVA ROAD  
ANTIGO, WISCONSIN 54409



PROPOSAL SPECIFICATIONS,  
FORMS AND RELATED  
DOCUMENTS FOR

**JACK LAKE CAMPGROUND  
SHOWER HOUSE HEAT REPAIR**

August 19, 2025



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## INVITATION FOR PROPOSALS

**Purpose:** Langlade County is soliciting proposals from Licensed HVAC contracting companies for a project located at the Jack Lake Campground, N8375 Park Rd., Deerbrook, Wisconsin 54424. The shower building of the campground was originally designed with a in-floor heating system powered by an existing boiler. The shower building heat failed in the past resulting in rupture of the in-floor piping and disabling the heat from use. This proposal will be for design build of the repair of the heat system utilizing the existing boiler to return heat to the building and installation of warning systems to reduce the chances of future freeze up of the heating system and plumbing in the future. The project will include the following:

**1. Repair of heating system**

- a. Design build system including baseboards or ceiling mount hot water heat units which utilizing the existing boiler. Proposals must include actual design and component listing of products and locations to be installed.

**2. Installation of heat unit failure warning system**

- a. Design build warning system which will notify multiple staff when heating failure is eminent.

**Time and Place for Receiving Proposals:** Langlade County will accept sealed proposals from qualified firms until 3:30 p.m., Monday, September 8, 2025, in the office of the Langlade County Forestry, Parks, and Recreation Department, 1633 Neva Road, Antigo, Wisconsin, 54409. Proposals received after 3:30 p.m. will not be accepted. Actual receipt by said time is required and deposit in the U.S. mail is insufficient. The envelope containing the sealed proposals shall bear the name and address of the interested firm and the notations: "Jack Lake Shower Building Heat Repair" on outside of envelope. Each proposal shall include a bond (cash, company check or bond issued to Langlade County) in the amount of 10% of the proposal amount. Bond will be held to ensure completion of contract documents for the successful contractor. Upon execution of contract documents, said bond will be converted to performance bond which will be held until completion and final inspection by the County to ensure proper and timely completion of all contract work. Opening of the proposals will take place at the Forestry and Recreation Committee Meeting at approximately 5:45 p.m. on Tuesday September 8, 2025 at the Highway Department Conference Room.

**Instructions:** Instructions to interested firms may be obtained from Al Murray, Forestry, Parks and Recreation Administrator, Langlade County Forestry, Parks and Recreation Department, 1633 Neva Road, Antigo, Wisconsin, 54409, (715) 627-6368 or [amurray@co.langlade.wi.us](mailto:amurray@co.langlade.wi.us).

**Reservations:** Langlade County reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be the **lowest responsible contractor** by the County. This invitation may be canceled if determined to be in the best interest of the County.

**Ethics:** Langlade County is an Equal Opportunity Employer. The General Code of the County of Langlade contains various purchasing policies which are applicable to this proposed procurement. These include prohibitions against gratuities and kickbacks. This request is governed by the Langlade County Purchasing Policy, a copy of which is available at the County Clerk 's off

## INSTRUCTIONS TO CONTRACTORS

- I. Proposal Opening Date:** Due by 3:30 p.m. September 8, at the Forestry, Parks and Recreation Office. Opening at 5:45 p.m., September 8, 2025 by Forestry and Recreation Committee at Highway Department Conference Room
- II. Location:** Langlade County Forestry, Parks and Recreation Department  
1633 Neva Road, Antigo, Wisconsin, 54409
- III. Bond-** Each proposal shall include a bond (cash, company check or bond issued to Langlade County) in the amount of 10% of the proposal amount. Bond will be held to ensure completion of contract documents for the successful Contractor. Upon execution of contract documents, said bond will be converted to performance bond which will be held until completion and final inspection by the County to ensure proper and timely completion of all contract work.
- IV.** Complete the Proposal Form and return the entire package in a sealed envelope clearly marked **"Jack Lake Shower Building Heat Repair"** in the lower left corner.
- V.** The County's representative on this project is Al Murray, Forestry, Parks and Recreation Administrator. Questions regarding this project should be directed to him at the Langlade County Forestry, Parks and Recreation Department, 1633 Neva Road, Antigo, Wisconsin, 54409, (715) 627-6368 or [amurray@co.langlade.wi.us](mailto:amurray@co.langlade.wi.us).

## REQUIRED CLAUSES

### **I. Gratuities and Kickbacks**

It shall be unethical for any person to offer, give, or agree to give any elected official, employee or former employee, or for any elected official, employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer for employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the contents of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceedings or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or a higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract, or order.

### **II. Other Required Clauses**

This request for proposals and the awarding of the contract must follow the procedures outlined in State

Statute Section 59.52 (29) and is governed by the Purchasing Policy for Langlade County as set forth in page 69 through 71 of the Langlade County Policy Manual, a complete copy of which may be obtained from the Office of the Langlade County Clerk, Langlade County Courthouse, 800 Clermont St., Antigo, Wisconsin

## **GENERAL CONDITIONS**

### **I. Provisions Regarding Safety, Health, and Sanitation**

- A. The Contractor shall at all times fully comply with all applicable federal, state, and local laws and regulations governing safety, health and sanitation. The Contractor shall provide all safeguards, safety devices, and protective equipment and take any other needed actions, on his own responsibility or as the County may determine reasonably necessary to protect the life and health of employees on the job and the safety of the public, to protect property in connection with the performance of the work covered by the contract.
- B. Material Safety Data Sheets (MSDS) shall be provided to owner for all materials used in construction of this project or brought onto site. MSDS shall be provided prior to delivery of said material or substance to site.

### **II. Protection of Existing Work and Vegetation**

- A. The Contractor shall preserve and protect all existing vegetation (such as trees, shrubs, and grass), topography, and rock on or adjacent to the site which does not unreasonably interfere with the construction as may be determined by the County. The Contractor shall be responsible for all unauthorized cutting, removing, or altering of existing vegetation, topography, and rock including damage due to careless operation of equipment, stockpiling of materials, or tracking of terrain by equipment.
- B. The Contractor shall be responsible for replacing or repairing, at his/her own expense, any and all existing surface or buried structures, and electric, water, gas, telephone, and other utility lines damaged in the course of this construction project.
- C. All construction, storage, stacking, and/or parking of equipment and materials, shall be accomplished so as not to damage existing vegetation or other surface features.

### **III. Coordination of Work**

- A. Installation contractors shall visit the site prior to submitting a proposal. Contractor shall identify any impediments to installation and coordinate with the Forestry, Parks and Recreation Department for removal of impediments or alternate installation procedures.

- B. The planning, scheduling, and control of the construction of this project shall be the responsibility of the Contractor.
- C. Activities shall not be scheduled to be performed in a sequence which will have detrimental effect upon other work being performed or completed. Certain activities or phases of the work shall be scheduled and coordinated by the Contractor with the Forestry, Parks and Recreation Department, or appropriate utility companies when such activities will directly affect their operations. When the Contractor's operations resulting damage to County property or to any utility, he shall assume full responsibility for such damage.
- D. Campground shall remain open during construction period, work scheduling after closing of camping in October preferred. Contractor shall coordinate his work so as to minimize interference of campground activities when open.

IV. Schedule

- A. **Repair of heating system- Prior to December 31, 2025.**
- B. **Installation of heat unit failure warning system- Prior to December 31, 2025**

V. Insurance Requirements

- A. The Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained, and such insurance has been approved by the county, nor shall Contractor allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.
- B. Worker's Compensation Insurance. Contractor shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation insurance for all if its employees employed at the site or while working on this project. In case any work is sublet, Contractor shall require the subcontractor similarly to provide statutory Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by Contractor.
- C. General Liability, Professional Liability and Property Damage Insurance. Contractor shall secure and maintain in force throughout the duration of this contract such General Liability, Professional Liability and Property Damage Insurance as shall protect him/her and any subcontractor performing work covered by this contract from claims for damages for personal injuries, including accidental death as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by Contractor, or by any subcontractor or by anyone directly or indirectly employed by either of them; and the amount of such insurance shall be as follows:
  - Comprehensive General Liability, \$1,000,000 per occurrence and in aggregate for Bodily Injury and Property Damage.
  - Professional Liability Coverage, \$1,000,000 per occurrence and in aggregate.
  - Automobile Liability, \$1,000,000 per occurrence and in aggregate for Bodily Injury and Property Damage.
  - Excess Liability Coverage, \$1,000,000 over the General Liability and

Automobile Liability Coverages.

- If aircraft are used in conjunction with this project, \$2,000,000 per occurrence and in aggregate for bodily injury and property damage

D. **PROOF OF INSURANCE**

Contractor shall furnish the County with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that Contractor meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County and specify the name of the contract or project covered. A copy of the Certificate of Insurance shall be delivered to the oversight committee 15 days prior to execution of this agreement for final approval. Upon renewal of the required insurance and annually thereafter, the County shall receive a new Certificate of Insurance for three years after completion of the project. The Certificates shall describe the contract by name and or identification number in the "Description of Operations" section of the form.

E. **HOLD HARMLESS**

Contractor hereby agrees to release, indemnify, defend, and hold harmless Langlade County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of Contractor, its officers, officials, employees, agent or assigns. Langlade County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statute

# PROJECT PROPOSAL FORM

After having examined the and specification documents, including the INVITATION FOR PROPOSALS, INSTRUCTIONS TO CONTRACTORS, REQUIRED CLAUSES, GENERAL CONDITIONS, INSURANCE REQUIREMENTS, PLANS AND TECHNICAL SPECIFICATIONS, and having understood that Langlade County reserves the right to reject any or all proposals, or parts thereof, and to award to the Contractor who in the judgment of the County will best serve the County; the undersigned proposes to furnish all labor, materials, and services essential to the successful completion of the contract work for the following work.

## Addenda

I/we, the proposaller, acknowledge receipt of Addenda:

Number \_\_\_\_\_ dated \_\_\_\_\_

Number \_\_\_\_\_ dated \_\_\_\_\_

**Lump Sum price** to furnish, deliver and perform all work indicated on invitation for proposals, instruction to Contractors for and general conditions for the Jack Lake Shower Building Heat Repair

**TOTAL COST FOR COMPLETION OF** Langlade County Jack Lake Campground Shower Building Heat Repair within the timeframes indicated:

1. **Design Build Repair of Heat System utilizing existing boiler**- prior to December 31, 2025
2. **Installation of heat unit failure warning system- Prior to December 31, 2025**

**Total of Proposal Submitted: \$** \_\_\_\_\_

**Bond (10% of Proposal Total) in the amount of \$** \_\_\_\_\_ **is enclosed.**

## A. Certification

I/we understand this proposal is good for ninety (90) days and if accepted by the County will be used as the basis for a contract for the work covered within the proposal documents and specifications and the contract documents.

Company: \_\_\_\_\_  
(type or Print)

Company Address: \_\_\_\_\_  
(type or Print)

Phone: \_\_\_\_\_  
(type or Print)

E-mail: \_\_\_\_\_

Name/Title: \_\_\_\_\_  
(type or Print)

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

