

REQUEST FOR PROPOSAL (RFP)

Agency Information

Agency Name: Richland County Sheriff's Office

RFP Title: Electrical Modifications and lighting upgrade for Dispatch Center

Issue Date: 4/30/2026

Proposal Due Date: 06/15/2026

Contact Information

Contact Person: Devon Rupnow

Title: Lieutenant

Phone: 608-647-2106

Email: devon.rupnow@co.richland.wi.us

Address: 181 W. Seminary St.; Room 6, Richland Center, WI 53581

Introduction

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide services as described in this document.

Project Overview

The Sheriff's Office is receiving new dispatch consoles, which requires some electrical work; work includes adding and relocating electrical circuits. The project scope is time sensitive. The dispatch center will not be occupied during construction; however, the work must be completed in a timely manner to allow dispatch operations to return to normal service as quickly as possible.

In person viewing of the project site prior to submission of a proposal is required.

Project Timeline

The start date of this project is flexible depending on contractor schedules. However, the project is time-sensitive once work begins, with the goal of having all work completed in approximately one week.

Scope of Work

Electrical Circuits

- Add four (4) new electrical circuits and relocate or modify existing circuits as directed.
- Clearly label all new and modified circuits.
- All work shall comply with NEC and applicable codes.

Coordination and Restoration

- Coordinate work with Sheriff's Office staff.
- Restore systems to full operational status promptly.

Vendor Qualifications

- Valid State electrical license
- Proof of insurance
- Experience with commercial or public safety facilities

Proposal Requirements

- Viewing of project site in person prior to creation/submission of proposal
- Contractor contact information
- Relevant experience
- Proposed schedule
- Cost proposal
- Proof of licensing and insurance

Submission Instructions

Proposal Due Date: 06/15/2026

Submission Method: US Mail or e-mail

Submit Proposals To:

Devon Rupnow
181 W. Seminary St.; Room 6
Richland Center, WI 53581
devon.rupnow@co.richland.wi.us

Evaluation Criteria

- Qualifications
- Schedule
- Cost
- Responsiveness

Terms and Conditions

The agency reserves the right to reject any or all proposals, waive minor irregularities, request clarification, negotiate with vendors, or cancel this RFP.

Questions

All questions regarding this RFP should be submitted to:

Name: Devon Rupnow

Email: devon.rupnow@co.richland.wi.us

Phone: 608-647-2106