

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
ROOF REPAIRS
AT
MOSQUITO HILL NATURE CENTER

Due Date: April 16, 2025 – 1:00 p.m. CT

Mandatory Site Visit: April 8th at 1:30 pm (reference Section 3.0 for details)

1.0 **Overview & Scope of Service**

Outagamie County is seeking bids from qualified contractors to repair various areas of the roof at Mosquito Hill Nature Center. Mosquito Hill Nature Center is located at N3880 Rogers Rd in New London, WI.

Scope of Service

Provide all labor and materials needed to complete the following scope of work:

Metal Fascia

- There is rotted wood sub fascia.
- Remove existing 8" metal fascia, approximately 900 LF.
- Repair up to 450 LF of rotted sub fascia.
- Provide and install new fascia to protect roof and soffit area, approximately 900 LF.
- New fascia to match existing.

Headwall Flashing

- There is no headwall flashing.
- Fabricate and install appropriate headwall flashing.
- Approximately 20 LF.

Gutter Apron

- Fascia is water-damaged, shingles at roof edges are damaged or have the potential for damage from wind-driven rain at roof edges.
- Remove Decra shingle panels 6 feet up from eave, approximately 132 LF.
- Remove damaged gutter apron, approximately 132 LF.
- Provide and install new custom fabricated gutter apron to match existing, 132 LF.
- Provide and install 2 rows of ice and water membrane approximately 132 LF each row.
- Reinstall Decra shingles.

Soffit Replacement

- Existing soffit is old and damaged.
- Remove existing soffit, approximately 778 SF.
- Provide and install new aluminum solid soffit, approximately 778 SF.
- New soffit to match existing.

Entire Project Requirements

- The contractor will be responsible for offsite disposal of all materials, a dumpster could be placed at the job site. If a dumpster is not used, the site must be cleared from debris at the end of each working day.
- The contractor will be responsible for obtaining and paying for any required permits.
- The contractor will provide a one-year materials and workmanship warranty.

The project will be lump sum bid for all repairs.

2.0 Completion and Liquidated Damages

A PO will be issued no later than end of day April 23, 2025. Substantial completion shall be by June 30, 2025. Failure to meet substantial completion by the determined completion timeframe will result in a \$100.00 per day liquidated damages penalty.

3.0 Site Visit

There will be one mandatory site visit on April 8, 2025 at 1:30 pm. All interested contractors will meet at Mosquito Hill Nature Center.

4.0 Project Terms

Any deviation from said specifications must be approved in writing by a representative, as referenced in Section 7.0.

Owner's Right to Stop Work

If the contractor fails to correct Work which is not in accordance with the requirements of this RFB or fails to carry out Work in accordance with RFB, the County may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the County to stop Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity.

Owner's Right to Carry Out Work

If the Contractor defaults or fails or neglects to carry out the Work in accordance with the RFB, or fails to perform a provision of the RFB, the County, after 10 days' written notice to the Contractor and without prejudice to any other remedy the County may have, may make good such deficiencies and may deduct the reasonable cost thereof. Including County's expenses and compensation for the Architect's services made necessary thereby, from the payment then or thereafter due the Contractor.

Labor and Materials

Unless otherwise provided in the RFB, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

The Contractor shall deliver, handle, store and install materials in accordance with manufacturer's instructions.

Assignment

Neither party shall assign the project without written consent of the other.

Governing Law

The Work shall be governed by the laws of the State of Wisconsin. Any lawsuits arising out

of disputes under this award shall be considered and tried in Outagamie County, Wisconsin.

Termination by the County

The County may terminate the project if the Contractor:

1. Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
2. Fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the contractor and the Subcontractors;
3. Persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
4. Otherwise is guilty of substantial breach of a provision of this agreement.

5.0 **Indemnification, Responsible Bidder & Insurance**

The awarded bidder must comply with the requirements set forth in Attachment A. Complete and return Attachment A with your bid, however the Certificate of Insurance is only required form the awarded bidder.

6.0 **References**

Provide a minimum of three and maximum of five references for similar projects. Include the project description, size, date of completion and location (customer name, city and state). Also provide the contact name, phone number and email address. Failure to provide may result in the rejection of your bid.

7.0 **Contact Information**

Site Information

Ryan Zuberbier
Lead Caretaker, Parks Department
(920) 968-5752
Ryan.Zuberbier@outagamie.org

Purchasing & Contract Information

Nicole Schoultz
Procurement Coordinator, Outagamie County
(920) 832-6083
Nicole.Schoultz@outagamie.org

8.0 **Clarification and/or Revisions to the Specifications and Requirements**

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the bidder to provide its professional (experience and expertise with regard to industry standards for the project being bid). If bidder believes specifications are not within industry standards, bidder must bring its objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at www.outagamie.org then Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at www.outagamie.org then Bids / Proposals.

9.0 **County Reservation**

- a. This bid request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any bid.

10.0 **Closing Date**

Outagamie County will receive sealed bids up to 1:00 p.m. CT April 16, 2025. Late bids will not be accepted.

Send bids using a commercial carrier or USPS to –

Outagamie County Purchasing
Attn: Nicole Schoultz
320 S Walnut St
Appleton, WI 54911

Hand delivery of bids:

Bids that are hand delivered must be deposited in the secure bid deposit box. This secure box is located inside the Door #1 entrance of the County Government Center located at 320 S Walnut St in Appleton. Box is located on the far or east side of the Door #1 entry vestibule. The secure bid deposit box is accessible Monday – Friday (excluding County observed holidays) from 7:30am – 5:00pm. Since this secure box is under 24x7 video surveillance, no bid receipt will be given.

The sealed envelope containing your bid shall show the name of the bidder and must be clearly marked "**Bid –Roof Repairs**". Any bid or unsolicited amendments to a bid received

after the closing date and time will not be considered.

Bids will be publically read at 1:00 pm on April 16th inside the Door #1 entrance of the County Government Center.

11.0 Method of Procurement

The method for this procurement is competitive sealed bid, pursuant to §66.0901 and Chapter 22 and 50 of the Outagamie County Code of Ordinances.

12.0 Taxes

Effective January 1, 2016 all materials used on this project is tax-exempt under Wisconsin State Statute 77.54(9m).

OUTAGAMIE COUNTY BID FORM
Mosquito Hill Nature Center Roof Repairs

Bid Dues: April 16, 2025- 1:00 p.m. CT

Deliver Bids To: Outagamie County
Attn: Nicole Schoultz, Purchasing
320 S Walnut St
Appleton, WI 54911
If hand delivering, see note in Section 10.0

Lump Sum Bid \$ _____
Written Amount _____ Dollars and _____ Cents

Include: Completed Attachment A and References

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title/Date: _____

Address: _____

Telephone: _____

E-mail: _____