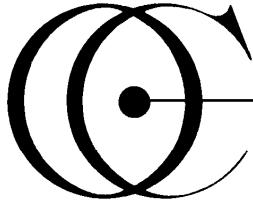


OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
RUBBER BALLAST ROOF REPLACEMENT ON JUSTICE CENTER
FOR THE
MAINTENANCE DEPARTMENT

Due Date: December 12, 2013 – 2:00 p.m.

Mandatory Site Visit: December 4, 2013 – 10:00 a.m. (see Section 3.0 for details)



OUTAGAMIE COUNTY

410 S. WALNUT ST. APPLETON, WISCONSIN 54911
ADMINISTRATION BUILDING

FINANCIAL SERVICES

PHONE (920) 832-1680

LEGAL NOTICE

Notice is hereby given that Outagamie County, Wisconsin is seeking Sealed Bids for the roof replacement of the Justice Center. It is a ballast rubber roof.

There will be one mandatory site visit on December 4, 2013 at 10:00 a.m. CT. Interested bidders will meet in the Maintenance Department located at 410 S Elm St, Appleton, WI.

Bids will be received until 2:00 p.m. CT, December 12, 2013 in the County Clerk's Office (410 S Walnut St, Appleton, WI 54911). All bids received will be documented and publicly read at 2:15 p.m. CT. Bids received or tendered after that time and date will not be accepted. Actual receipt is required by said time; deposit in the mail is insufficient. Facsimile or email copies will not be accepted.

All bids shall be contained in a sealed envelope and marked "Bid - Justice Center Roof Replacement". Said instructions and could be downloaded from the Outagamie County website (www.outagamie.org) located in the Bids/Proposals section or contact Nicole Schoultz at 920-832-6083.

Award of the contract to the successful bidder shall be based upon the bid determined most advantageous to the county after evaluating the specific criteria requested. Bidders must remain firm once submitted and may not be withdrawn for a period of sixty days, subject to provisions for correction of errors in the bid as contained in §66.0901, Wisconsin Statutes, Outagamie County Ordinance, and Administrative Rules.

Lori O'Bright
County Clerk

1.0 Introduction and Background

Outagamie County is seeking a qualified contractor replace the roof of the Justice Center. The Justice Center is located at 320 S Walnut St in Appleton, WI.

2.0 Scope of Work

See Specialty Engineering Group's (STR-SEG) Project Manual dated May 3, 2013 for specifications.

3.0 Mandatory Pre-bid/Site Inspection Meeting

One mandatory pre-bid meeting will be held on December 4, 2013 at 10:00 a.m. CST. All interested bidders will meet in the Maintenance Department, which is located at 410 S Elm St, in Appleton, WI.

4.0 AIA Document

AIA Document A101 with owner revisions will be the only contract which is used.

5.0 Prevailing Wage

This project is subject to the Wisconsin Prevailing Wage law. See Determination 201301114 issued on April 15th for wage information. This is located in the Project Manual.

6.0 Bid and Performance Bond

Each bid submitted must be accompanied by a cashier's check, certified check, or a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Wisconsin, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidders bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project, and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages. If you submit more than one bid, you need only to submit one bid bond in the amount of five percent (5%) of your highest bid price. Attorney's-in-fact who sign bid bonds, performance bonds, labor and material payment bonds must file with each bond a certified and currently dated copy of their power of attorney.

Cashier's or Certified Checks used as bid security will be returned to all except the successful bidder within ten (10) business days of the award to the successful bidder. The bid security will be returned to the successful bidder upon satisfactory receipt of performance bond, certificate of insurance, payment bond, and /or any other forms required which may be pertinent to the project. In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, Outagamie County, may at its discretion, cause the forfeiture of the full amount of the security or bond.

The awarded contractor will be required to obtain a performance and payment bond equal

to the contract sum.

7.0 Liquidated Damages

Bidder will note on the Bid Form the completion timeframe (in calendar days). If the awarded contractor does not complete in that timeframe, liquidated damages, which will be equal to \$250.00 per day will be payable to Outagamie County.

8.0 Insurance and Indemnification

See Attachment A for the requirements of the awarded bidder.

9.0 Restrictions

The awarded contractor must—

- Supply own dumpster
- Not block any service roads and entrances to the Downtown County Complex without consent from Jerry Wittmann (Facilities Supervisor) a minimum of 48 hours before the requested shutdown
- Not shutdown of any utilities (e.g. electrical, plumbing, sewer, telephone) without consent from Jerry Wittmann a minimum of 48 hours before the requested shutdown

10.0 Contact Information

All requests for further information should be directed as follows:

Technical Specifications

Bruce Flater
Consultant, STR-SEG
(920) 205-3571
bflater@str-seg.com

Bidding Procedure & Policy Information

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

Bid Delivery & Opening

Lori O'Bright
County Clerk, Outagamie County
(920) 832-5079
Lori.OBright@outagamie.org

11.0 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 by the date specified in the document timetable. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in 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. In addition, Bidder(s) may inspect the documents at the place where they are made available. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

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

12.0 **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 bid 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.

13.0 **Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. Central Time (CT), December 12, 2013. Time may be determined by the U.S. Official Time on the internet: www.time.gov/timezone.cgi?Central/d/-6/java.

Deliver or mail bids to -

Outagamie County Clerk
Attn: Lori O'Bright
410 S Walnut St
Appleton, WI 54911

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – Justice Center Roof Replacement**". 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 2:15 p.m. on December 12th in the County Clerks Office.

14.0 Facsimile or Email of Bids

Facsimile or email bids are not acceptable.

15.0 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. After submission of the written bid, qualified bidders may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions with the lowest responsive/responsible contractor.

16.0 Bid Evaluation Criteria

All bids will be evaluated on the following criteria to insure the bidders have met the minimum requested criteria not necessarily shown in order of priority:

- Cost
- Specification compliance
- Completion schedule

17.0 Bidder References

Bidders must include with their bid a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area similar to the bid requirement. These organizations may be contacted to determine the quality of work performed and personnel assigned to the project. Included with your bid, a minimum of three and a maximum of five references.

18.0 Taxes

Bid pricing must include all pertinent taxes, including sales tax. After selection of the contractor, but before contract signing, Outagamie County will meet with the vendor to determine any items to be direct purchased by the county. Should the county opt to direct purchase materials or equipment, such material/equipment costs will be removed from the bid pricing, together with the taxes and a final contract sum will be determined. The duties of receipt, inspection, inventory and acceptance of such material/equipment direct purchased shall remain with the contractor.

OUTAGAMIE COUNTY BID FORM
Justice Center Roof Replacement
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Bid Due: December 12, 2013 2:00 p.m. CT

Mail / Delivery Bids To: Outagamie County Clerk
Attn: Lori O'Bright
410 S Walnut St
Appleton, WI 54911

Lump-sum base bid is for Roof Areas 1-4

LUMP-SUM BASE BID PRICE \$ _____

Written _____ **Dollars and** _____ **Cents**

We agree to final completion within _____ calendar days of contract signing.

Include the following with your bid; References and Bid Bond

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Continued

OUTAGAMIE COUNTY BID FORM
Justice Center Roof Replacement
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Unit Prices

Replace tapered EPS insulation – per board foot	\$ _____
Replace tapered XPS insulation – per board foot	\$ _____
Replace 1" perlite insulation – per square foot	\$ _____

Changes to the Work

A. When the Consultant establishes that the method of valuation of Changes in the Work will be net cost a percentage fee in accordance with General Conditions, our percentage fee will be:

_____ % overhead and profit on the net cost of our own Work

\$ _____ Time (per man hour)

B. Contractor to include a material allowance of 450 board feet of tapered expanded polystyrene (EPS) insulation. The unused portion of the material allowance will be deducted by unit price from the final contract amount.

C. Contractor to include a material allowance of 450 board feet of tapered extruded polystyrene (XPS) insulation. The unused portion of the material allowance will be deducted by unit price from the final contract amount.

D. Contractor to include a material allowance of 200 square feet of 1" perlite insulation. tapered The unused portion of the material allowance will be deducted by unit price from the final contract amount.

Alternate Bid Prices

Alternate #1 – Change membrane thickness to 60 MIL

Add or Deduct (circle one) \$ _____

Alternate #2 – Change specified manufacturer warranty duration to Twenty (20) Years

Add or Deduct (circle one) \$ _____