

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
HOLDING TANK REPLACEMENT
AT
PLAMANN PARK

Due Date: June 8, 2016 – 2:00 PM CT

One Optional Site Visit – June 1, 2016 at 2:00 p.m. CT, see Section 2.0 for details

1.0 **Scope of Work**

The Outagamie County Parks Department is requesting pricing from a qualified contractor to provide all labor and materials to replace a septic holding tank at Plamann Park.

The bid price shall include the following –

- Contractor will be responsible obtaining and paying for all permits, which includes but not limited to any drawings required for obtaining permit(s)
- Contractor will be responsible for having the existing 2400 gallon tank pumped by a licensed hauler and subsequently collapse existing tank in accordance with local and state regulations.
- Install new concrete 5,000 gallon septic tank with 36” risers and concrete lids capable of being locked
- Set of Lock & Chains
- New tank shall have a Vent Cap
- Tank shall have a wired alarm to be located inside of the building.
- Contractor shall be responsible for completing the alarm hook-up to the building including trenching and making electrical connection for the alarm.
- Installation shall include all necessary piping, fittings, trenching, etc required for tank connection to the building
- Shall include all aggregates necessary for proper installation
- Contractor will be responsible for restoring the ground to a “rough grade” condition. Parks will perform final grading/seeding.
- Contractor must work with the Outagamie County Parks Director to ensure that programs/events are not disrupted as a result of this project.
- Contractor must take the proper precautions while working around people and vehicles while ensuring they are conducive in a park setting.
- Contractor must work with the Outagamie County Parks Department on tank height/placement to ensure proper drainage of the area in which the tank will be installed.

Reference the drawing of the existing and new holding tank site.

Responsibility of Outagamie County

The contractor could leave the site rough graded. All soil could be left onsite at location of removal.

2.0 **Site Visit**

Contractors are required to become familiar with the soil conditions. If contractors are interested, there will be one optional site visit on June 1, 2016 at 2:00 p.m. CT for a test dig (done by the Parks Department). Contractors are to meet at the Plamann Park Office located inside Plamann Park (1375 E Broadway Dr, Appleton). Contractors are required to RSVP for this site visit no later than 2:00 p.m. on Friday, May 27th. If no contractors RSVP, the site visit will not be held and there will not be another option for a test dig.

3.0 **Insurance and Indemnification**

See Attachment A for the requirements of the awarded bidder. This form must be completed and returned with your bid. However, only the awarded contractor will need to supply their Certificate of Insurance.

4.0 **References**

Provide references of a minimum of three and maximum of five local businesses you have completed similar sized projects within the past three years. Include the company name, contract name and telephone number as well as a brief project description.

5.0 **Contact Information**

Site Information

Loren Dieck
Director, Parks Department
Loren.Dieck@outagamie.org
920-832-4791

Bidding Procedure & Policy Information

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

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

Bidder must examine the documents carefully and before submitting a Bid, may request 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 written addendum prior to the Bid due date, such responses will be published on the County's website for all bidders to view. 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 in the County's Purchasing Department. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

7.0 **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 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.

8.0 **Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. CT June 8, 2016.

Deliver or mail bids to -

Outagamie County Purchasing
Attn: Nicole Schoultz
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 – Holding Tank 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 2:05 p.m. on June 8th in the Purchasing Department.

9.0 **Fax or Email of Bids**

Fax or email bids are not acceptable.

10.0 **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.

11.0 **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
Plamann Park – Holding Tank Replacement

Bid Due: June 8, 2016 2:00 p.m. CT

Mail / Delivery Bids To: Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St
Appleton, WI 54911

Lump Sum Bid \$ _____

Completion will be _____ calendar days after award.

Include the following with your bid -

References

Completed Attachment A

Any Deviation from Specifications

Acknowledgement of Addendum

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____