

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**ELEVATOR CONTROLS UPGRADE**  
**FOR THE**  
**YOUTH & FAMILY SERVICES BUILDING**

**DUE: JUNE 1, 2018 – 2:00 PM CT**

## 1.0 **Overview**

Outagamie County is requesting bids from qualified contractors to upgrade elevator controls at the Youth and Family Services building (YFS), located at 500 W Fifth St in Appleton.

The YFS building was built in 1997 and the 3 level elevator is original to the building. This elevator is a Schindler type 300-A, car number HG-43631-01, 20 HP motor with a 208 v power supply.

## 2.0 **Scope of Work**

Reference the document titled "Youth and Family Services Elevator Upgrade" dated 5/14/18 for project scope and specifications.

The following tasks shall be included in the scope of work.

- Provide all materials and labor associated with the project.
- Start up and testing of the new elevator controls.
- Plan installation schedule to limit downtime as much as possible. All parts shall be on hand before work begins. The awarded contractor shall also work consecutive full 6 to 8 hour days until project is complete.
- Contractor shall provide one printed copy and one electronic copy of all manuals associated with the project.
- Most work could be done during normal business hours. However, noisy activities such as hammer drilling or activities that cause excessive noise shall be performed before 8:00 am or after 5:00 pm in order to limit disruptions to office staff.

### **Site Visit**

There will not be a formal site visit. If you would like to see the site, contact Paul Farrell (contact information in Section 7.0).

## 3.0 **Completion & Liquidated Damages**

Notice of award will be by June 13<sup>th</sup>. The awarded contractor must achieve final completion no later than 3:00 pm CT on November 15, 2018. The contractor will not be able to start this project until after August 30, 2018 due to another project that is taking place in the building during the month of August. The contractor shall schedule this project for minimal onsite time and minimum downtime and interruption for the elevator.

## 4.0 **Contract Documents**

AIA A101 as Modified by Owner and the associated General Conditions (AIA A201 as Modified by Owner) will be the only contract document used.

## 5.0 **Insurance and Indemnification**

See Attachment A for the requirements of the awarded bidder. Complete and return this form with your bid. However, only the awarded contractor will need to supply their Certificate of Insurance.

## 6.0 **Bid and Performance Bond**

Each bid submitted must be accompanied by 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 bidder's bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond equal to the contract sum, 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 and sign the AIA contract referenced in this RFB. If the bidder fails to file such insurance certificate, bonds or sign the contract within ten (10) days from the notification of award, the bid security shall be forfeited to the owner as liquidated damages. 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. Failure to submit a bid bond will result in the rejection of your bid.

## **7.0 Contact Information**

### **Site Information**

Paul Farrell

Maintenance Supervisor

[Paul.Farrell@outagamie.org](mailto:Paul.Farrell@outagamie.org)

920-832-1855

### **Bidding / Purchasing Policy & Procedure Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

[Nicole.Schoultz@outagamie.org](mailto: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 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](http://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).

**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 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.

**10.0 Bid Submittal & Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. CT June 1, 2018.

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 – YFS Elevator Upgrade**". Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered.

Your bid must include the following:

- Completed Bid Form
- Completed Attachment A
- Bid Bond
- References – a list of organizations, including points of contact (name, address and telephone number) for similar work. Include a minimum of three and maximum of five.
- Any deviation(s) from the requested specifications

Bids will be publically read at 2:05 p.m. on June 1<sup>st</sup> in the Purchasing Department.

**11.0 Fax or Email of Bids**

Fax or email bids are not acceptable.

**12.0 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.

### 13.0 **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**  
**YFS Elevator Controls Upgrade**

**Bid Due:** June 1, 2018 - 2:00 p.m. CT

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

LUMP-SUM BASE BID PRICE \$ \_\_\_\_\_

WRITTEN \_\_\_\_\_ Dollars \_\_\_\_\_ Cents

**Include information as requested in Section 10.0 with your Bid**

Acknowledgement of Addendum(s)

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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