

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**BUILDING ALTERATION**  
**AT THE**  
**APPLETON INTERNATIONAL AIRPORT**

**Due Date: May 28, 2020 – 2:00 p.m. CT**

**Mandatory Pre-Bid Meeting: May 18<sup>th</sup> & 19<sup>th</sup>**  
**Reference Section 3.0 to make appointment**

## 1.0 Introduction and Background

Appleton International Airport, a municipal organization under Outagamie County is requesting bids for renovation work for the Airport Administration Office area and area leased to one of their tenants. Requesting contractor to renovate approximately 1,460 sf of existing office space on the 2<sup>nd</sup> floor of the terminal building. Work will include demolition, new construction, mechanical, plumbing and electrical work. The Airport is located at W6390 Challenger Dr in Appleton, WI.

## 2.0 Scope of Work

The scope of work is per the specifications developed by Omnni Associates (Appleton, WI). Reference the following for the scope –

- Technical Specifications: enter Omnni project #A1535A19 (384 pages)
- Construction Drawings: Omnni Project #A1535A19 dated 5/04/2020 (22 pages)

Project will be lump sum base bid with three alternates for potential additional work scope at for a hangar leased by a tenant who is also having work done in the main scope of work:

- #1 –South Maintenance Hangar – reroof existing building with single-ply membrane system (15,000 sf)
- #2 –South Maintenance Hangar – replace two roof-top air handling units
- #3 –South Maintenance Hangar – regrade west side of building

## 3.0 Site Visit

A site visit is mandatory for the General Contractor. Due to restrictions related to COVID-19 as directed by the State of Wisconsin DHS, we are doing one on one site visits. Only one representative from the General Contractor may attend. The General Contractor shall reach out to their sub-contractor(s) if applicable before the site visit to determine what information should be reviewed during the site visit so it could be passed onto the sub-contractor(s); sub-contractor(s) will not be able to attend the site visit. Site visits will take place on May 18<sup>th</sup> or May 19<sup>th</sup>. Contact Scott Volberding at [Scott.Volberding@outagamie.org](mailto:Scott.Volberding@outagamie.org) or 920-832-5176 to coordinate a timeframe to view the site. Appointments may be available earlier than May 18<sup>th</sup> or 19<sup>th</sup> if schedules allow; however none will be available after May 19<sup>th</sup>. Prior to coming onsite we have a daily wellness check that the contractor will have to complete relating to COVID symptoms. This daily wellness check will also be completed by the awarded contractor for all employees that will be onsite (details will be discussed with the awarded contractor).

## 4.0 Contract Completion & Liquidated Damages

For the base bid the Contractor must achieve substantial completion by 3:00 pm September 25, 2020. If any of the alternates are awarded the final completion of any alternates awarded will be by 3:00 pm October 23, 2020. Failure to complete each segment in this timeframe will result in a \$500.00 per calendar day liquidated damages penalty per segment.

It is anticipated a contract will be issued by June 12<sup>th</sup>.

## 5.0 **Site Restrictions**

### Definitions:

**Landside** – Those areas on the airport customarily used by the public for access to the airport. These areas have no security restrictions and do not put ground vehicles in potential conflict with aircraft.

**Airside** – The aircraft operations areas including those areas used for aircraft maintenance and storage. Any area of the airport which cannot be clearly identified as landside shall be considered to be airside.

For this project under the base bid, Contractors that will be required to work on the main level of the terminal building on the first floor below the second floor Administration Offices, will require badging if the work area on the main level is west of the ticket counters. It is anticipated that plumbing contractors and possibly electrical contractors will require badging in addition to the general contractor for oversight. It is anticipated the contractor will need badging for working inside the tenants location. It should also be noted that if during demolition dumpsters will be located inside of the security fence, badging will be required for contractors placing demolition materials in the dumpsters and that the waste disposal company will require escort to the area to deliver and pick up the dumpster.

For this project under the alternate bid items, all roofing work will be considered inside of the AOA and will require badging. Any other required work inside of the security fence at the tenant site will also require badging.

### Restrictions of the awarded contractor–

- The contractor cannot block any service roads and entrances to the airport without consent from authorized airport personnel. This also applies to shutdown of any utilities e.g. electrical, plumbing, sewer, telephone.
- Comply with all airport regulations. One of these regulations will include the contractor filing a notice of proposed construction or alteration 7460-1 form to crane operations. It is imperative that this paperwork be filed immediately upon award so it could be approved before construction.
- The contractor shall provide a clean and reasonably quiet work space during all hours of operation – including a no smoking policy.
- The contractor and subcontractors shall have all employees read and sign the air operations area (AOA) training certification if they are to be badged. The contractor will be required to keep a list of all workers who have completed the (AOA) training. Access to this project area shall be limited to those with proper AOA training. This is the contractor's responsibility.
- The General Contractor and all sub-contractors will be required to attend a Homeland Security meeting and watch security videos if they are to be badged. The General Contractor and subcontractors shall have at least one supervisor or foreman SIDA badged. A badged supervisor or foreman shall be present at all times while construction is proceeding airside. This will require fingerprinting and attending a training class. The cost for the fingerprint investigation and SIDA badge is \$85 each. Badges generally take 2-3 weeks to receive upon completion of background check and training
- All cost related to the training and fingerprinting shall be paid by the contractor or

sub-contractor.

- Contractor's equipment operating on the airport shall be marked by identifying marking or features such as appropriate names or logos. Contractor's personnel while on the airport shall be identified by contractor's logo on hats or apparel and each shall display an appropriate airport security badge while airside.

#### **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) business 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. **Failure to submit a bid bond will result in the rejection of your bid.**

The awarded contractor will be required to obtain a performance and payment bond equal to the contract sum.

#### **7.0 Tax Exemption - Materials**

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

#### **8.0 AIA Document**

AIA Document A101-2017 with owner revisions and the associated general conditions will be the only contract which is used.

#### **9.0 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.

#### **10.0 References**

Include a minimum of three and maximum of five references of similar projects. Include contact name, phone number, location and project description (including year).

#### **11.0 Bid Submittal**

Include the following –

Bid Form, Bid Bond, Completed Attachment A (Section 9.0), References (Section 10.0).

## 12.0 **Contact Information**

All requests for further information should be directed as follows:

### **Technical Information**

Aaron Kiesau

OMNNI Associates

(920) 830-6130

[Aaron.kiesau@omnni.com](mailto:Aaron.kiesau@omnni.com)

### **Site Information**

Scott Volberding

Operations Manager, Appleton International Airport

(920) 832-5176

[Scott.Volberding@outagamaie.org](mailto:Scott.Volberding@outagamaie.org)

### **Bidding Procedure & Award Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

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

## 13.0 **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).

## 14.0 **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.

#### 15.0 **Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. CT May 28, 2020. Late bids will not be accepted.

Bids could be delivered through a commercial carrier or the United States Post Office to:  
Outagamie County Government Center  
Attn: County Clerk's Office  
320 S Walnut St  
Appleton, WI 54911

Bids sent this way must be received by the County by 2:00 pm CT May 28<sup>th</sup>, delivery to the carrier by this time is not acceptable.

Bids could be dropped off at:  
Outagamie County Government Center  
Front Door Security – Door #1  
320 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 – Airport Renovation, attn: County Clerk**". 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 PM CT May 21<sup>st</sup> in the lobby of the Government Center (320 S Walnut St, Appleton) directly through security near the staircase.

#### 15.0 **Facsimile or Email of Bids**

Facsimile or email bids are not acceptable.

#### 16.0 **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.

**OUTAGAMIE COUNTY BID FORM**

**AIRPORT RENOVATION**

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**Bid Due:** May 28, 2020 2:00 p.m. CT

**Mail Bids To:** Outagamie County Government Center  
Attn: County Clerk's Office  
320 S Walnut St  
Appleton, WI 54911

**Hand Delivery Bids To:** Outagamie County Government Center  
Front Door Security  
Door #1  
320 S Walnut St  
Appleton, WI 54911

**Lump Sum Bid Price \$** \_\_\_\_\_

**Written** \_\_\_\_\_ **Dollars and** \_\_\_\_\_ **Cents**

**Include all information as requested in Section 11.0**

Acknowledgement of Addendum(s)

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

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

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

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

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

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

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

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

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

**OUTAGAMIE COUNTY BID FORM**  
**AIRPORT RENOVATION**  
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**Alternates (list additional cost to add to base bid)**

**Alternate #1**            \$ \_\_\_\_\_  
South Maintenance Hangar – reroof existing building

**Alternate #2**            \$ \_\_\_\_\_  
South Maintenance Hangar – replace rooftop AHU's

**Alternate #3**            \$ \_\_\_\_\_  
South Maintenance Hangar – regrade west side of building