

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**PARKING LOT IMPROVEMENTS**  
**AT**  
**APPLETON INTERNATIONAL AIRPORT**

**Due Date: May 20, 2021 – 2:00 p.m.**

## **1.0 Introduction and Background**

The Appleton International Airport (ATW) is seeking bids for improvements to the valet parking area. The project will expand the parking area used for storing valet cars and reconfigure the east terminal loop to add additional valet parking stalls. The project will involve asphalt pavement, concrete pavement, base aggregate, curb and gutter, sidewalk, lighting, signing and pavement marking.

The project includes a base bid and three (3) alternates.

## **2.0 Scope of Work**

Reference the following from Westwood in regards to the Scope of Work

- Specifications: Special Provisions for Appleton International Airport Parking Lot Improvements with a bid date of May 20, 2021 (21 pages)
- Drawings: Appleton International Airport Parking Lot Improvements dated April 21, 2021 (32 pages)

Please note while completing the work there is a mask requirement. Currently, Outagamie County has a mask mandate in place. Also airport regulations for facemask usage may be more restrictive than County requirements due to FAA and TSA rules. The Contractor will need to verify requirements before work commences. Until these mandates and regulations are relaxed, it is required that any contractor working onsite must wear a face mask. Additionally, any contractor attending the site visit must wear a face mask.

## **3.0 Site Tour and Vendor Questions**

Contractors could tour the site at their convenience during daylight hours.

Please submit any questions to Nicole Schoultz and Peggy Hawley by noon May 7<sup>th</sup>. Contact information is in section 10.0.

## **4.0 Completion**

Reference Westwood's Scope of Work as referenced in Section 2.0 for completion times and liquidated damages. It is anticipated a contract will be issued by June 9<sup>th</sup>.

## **5.0 AIA Document**

AIA A101-2017, as modified by Owner will be the only contract that is used with the associated AIA A201-2017, as modified by Owner General Conditions.

## **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 base 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, 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.

The bid security will be returned to the successful bidder upon satisfactory receipt of performance and payment 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 bond. The awarded contractor will be required to obtain a performance and payment bond equal to the contract sum.

#### **7.0 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.

#### **8.0 References**

Include a minimum of three and a maximum of five references for similar projects your company has completed in the past five years. Include company name and location and contact name and phone number.

#### **9.0 Bid Submittal**

Include the following –

Completed Bid Form

Completed Bid Schedule (NOTE: there are 5 tabs on the Excel file)

Bid Bond

Completed Attachment A as Referenced in Section 7.0

References as Outlined in Section 8.0

Failure to provide the requested information may result in the rejection of your bid.

#### **10.0 Contact Information**

All requests for further information should be directed as follows:

##### **Site Information**

Scott Volberding

Airport Operations and Maintenance Manager

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

920-832-5176

## **Plan Information**

Peggy Hawley  
Westwood  
[Peggy.Hawley@westwoodps.com](mailto:Peggy.Hawley@westwoodps.com)

## **Bidding & Contract Information**

Nicole Schoultz  
Procurement Coordinator, Outagamie County  
(920) 832-6083  
[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@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. 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](http://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](http://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 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.

#### **13.0 Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. CT May 20, 2021. 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 20<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 – Valet Lot, 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 20<sup>th</sup> in the vestibule of the Government Center (320 S Walnut St, Appleton) right before security.

#### **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.

#### **16.0 Taxes**

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

**OUTAGAMIE COUNTY BID FORM**  
**Parking Lot Improvements**

**Bid Due:** May 20, 2021 - 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 Deliver Bids To:** Outagamie County Government Center  
Front Door Security  
Door #1  
320 S Walnut St  
Appleton, WI 54911

**Include all information as requested in Section 9.0**

Acknowledgement of Addendum(s)

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

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

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

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

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