

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**SMALL CONSTRUCTION PROJECTS**  
**FOR THE**  
**ADMINISTRATION AND LAND CONSERVATION BUILDING**

**Due Date: February 2, 2021 – 1:00 p.m. CT**

**Non-Mandatory Site Visit: January 25<sup>th</sup> at 7:30 am (reference Section 3.0)**

## 1.0 Introduction and Background

Outagamie County is seeking bids from qualified contractors for two separate small office remodeling projects. One project is located in the County Clerk's Office (Administration Building – 320 S Walnut St, Appleton) and the other at the Land Conservation Building (3365 W Brewster St, Appleton).

## 2.0 Scope of Work

### Project #1: County Clerk Office

Includes the removal of two small closets from the County Clerk's office per the specification on the drawing Labeled "County Clerk 1-6-2021".

### Project #2: Land Conservation

Includes the addition of walls and two doors within an office at the County's Land Conservation Department building per the specification on the drawing labeled "Land Conservation 1-6-2021".

### Scope of Service

Scope of work shall include all specification listed on each of the drawings. The following items shall also be included in the scope for both projects:

- Follow all county Covid-19 and security requirements including having all workers check in at the Maintenance building at 410 S Elm before each work shift for access cards and Covid-19 health checks. Contractors must also follow any face covering requirements.
- Site clear of all demolition or packaging materials daily.
- All work can be completed during normal business hours of 6:30 am to 8:00 pm Monday through Friday, excluding any County observed holidays.
- The offices may have staff throughout the project and as a result the awarded contractor must leave the area in a clean and safe manner at the end of each work shift.
- Provide a one year parts and labor warranty.

On the bid form, each project shall be priced separately. Additionally the contractor may offer a deduction if awarded both projects. It will be the County's sole discretion on how this is awarded; either to one contractor or split between two.

## 3.0 Site Visit

There will be one non-mandatory site visit on January 25<sup>th</sup>, 7:30 am for the County Clerk's office and 8:15 am for the Land Conservation Department. Due to restrictions of access to various County locations during Covid-19 it is required to pre-register for the site visit. Upon registration a meeting location will be provided. In the event no contractors pre-register the site visit may be canceled. Contractors showing up without pre-registering may not be accommodated.

Confirmation registration to Nicole at [Nicole.Schultz@outagamie.org](mailto:Nicole.Schultz@outagamie.org), please reference if you are interested in both projects or just one of the projects. You must register no later than noon January 22<sup>nd</sup>.

#### 4.0 **Completion & Liquidated Damages**

A PO will be issued by end of day February 9<sup>th</sup>.

The County Clerk's project shall not start before April 1<sup>st</sup> and must achieve final completion by 2:00 pm CT May 21, 2021.

The Land Conversation project could begin immediately and must achieve final completion by 2:00 pm CT April 23, 2021.

Each project will have independent liquidated damages equal to \$50.00 per calendar day past the respective completion date.

#### 5.0 **Tax Exemption - Materials**

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

#### 6.0 **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.

#### 7.0 **References**

References are only required by contractors that have not been directly hired by Outagamie County for similar work in the past three years. For contractors that do not need to submit references, complete the recent project question on the bid form.

For contractors that need to submit references, provide three references for similar projects your company has completed in the past five years. Include company name, location, contact name, phone number and project description.

#### 8.0 **Bid Submittal**

Include the following –

Bid Form

Completed Attachment A as referenced in Section 6.0

References as required in Section 7.0 (if required)

#### 9.0 **Contact Information**

All requests for further information should be directed as follows:

##### **Technical and Site Information**

Paul Farrell

Maintenance Manager 920-832-1855

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

##### **Bidding Policy and Procedure Information**

Nicole Schoultz

Procurement Coordinator (920) 832-6083

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

#### 10.0 **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).

#### 11.0 **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.

#### 12.0 **Closing Date**

Outagamie County will receive sealed bids up to 1:00 p.m. CT February 2, 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: Nicole Schoultz - Purchasing  
320 S Walnut St  
Appleton, WI 54911

Bids sent this way must be received by the County by 1:00 pm CT February 2<sup>nd</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 bid shall show the name of the bidder and must be clearly marked "**Bid – Small Construction Projects, attn: Purchasing**". 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 1:00 PM CT February 2<sup>nd</sup> in the vestibule of the Government Center (320 S Walnut St, Appleton) right before security.

**13.0 Facsimile or Email of Bids**

Facsimile or email bids are not acceptable.

**14.0 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**  
**Small Construction Projects**

**Bid Due:** February 2, 2021 - 1:00 p.m. CT

**Mail Bids To:** Outagamie County Government Center  
Attn: Nicole Schoultz - Purchasing  
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

Project #1: County Clerk \$ \_\_\_\_\_

Project #2: Land Conservation \$ \_\_\_\_\_

Total deduction (if any) for awarding both projects \$ \_\_\_\_\_

If you have been hired directly by the county (not as a sub) for a similar project in the past three years, reference the project below. If not, include references as requested in Section 7.0.

Project \_\_\_\_\_

**Include all information as requested in Section 8.0**

Acknowledgement of Addendum

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

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

Signature / Date: \_\_\_\_\_

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

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

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

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