

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
ELEVATOR CONTROLS UPGRADES
(FOR UP TO FOUR ELEVATORS)
IN THE
JUSTICE CENTER

Due Date: April 2, 2024 – 1:00 p.m. CT

1.0 Overview

Outagamie County is seeking bids from qualified contractors to modify/upgrade elevator controls on up to four elevators within the Outagamie County Justice Center located at 320 S Walnut St., Appleton WI. The four elevators include Elevators #1, #2, #5 and #7. This project will include a base price and alternate price for each elevator. The base price will include all new controls and wiring including main control panel for the hydraulic power unit, however it does not include the actual hydraulic power units or hydraulic related components. The alternate bid for each elevator shall be in form of an add and shall include new hydraulic power units including the pump, valves, reservoir tank and any ancillary components needed to connect the new power units to the existing hydraulic piping. Elevators #1 and #2 are public 3-stop elevators that are located side by side in a public area. Elevator #5 is a 3-stop elevator located within the jail. Elevator #7 is a 2-stop elevator located in the courts/Judges area. Cars for both elevators #5 and #7 are located within secure areas and are controlled by a combination of pushbuttons and key-switches. All new pushbutton and key-switch controls shall match the existing configuration and control type. Contractor shall provide separate pricing for each elevator. It is the County's intent to modify all four elevators if pricing is within budget, however if pricing goes over budget the County may choose to only modify select elevators.

2.0 Scope of Work

- Reference the "Justice Center Elevator Manual" dated 3/11/2024 for general specifications and scope for each elevator.
- Reference attachment "Existing Power Units" dated 3/11/2024 for photos and information on the existing power units for each elevator.
- Elevator components shall be non-proprietary in the sense that usual and typical elevator companies can service the elevators in the future.
- New power units and controls shall match speed, weight any other rating of current elevator and controls. Contractor shall also to the extent possible, match voltage and current rating of existing units, or to stay within the capacity of the existing building power supplies and disconnects to the elevators.
- Elevators #1, #2 and #5 are connected to emergency generator power. Contractor shall update new controls as needed so the elevator runs on generator power and meets all current codes relating to emergency power including any required notification lights.
- Elevator #5 is wired into the Jails Central Control officer's station in a manner that allows Central Control officers to monitor what floor the elevator is on as well as door status. These controls must remain or be wired into the new elevator controls as part of this project. See "Existing Power Units" document for pictures of the wiring diagram.
- Contractor shall provide the owner with a detailed work schedule at least 4 weeks prior to starting work.
- Tie in all existing key switches to existing controls.

- Site cleanup of any debris relating to elevator upgrade project on a daily basis.
- Plan installation schedule to limit downtime as much as possible. All parts shall be on hand before work begins. The selected contractor shall also work consecutive full 6 to 8 hour days Mondays through Fridays from start of the project through completion excluding weekend and holidays in order limit downtime as much as possible.
- Contractor shall complete all modifications, start up and testing on one elevator at a time so that there is only one elevator out of service at a time.
- Start up and testing of the new elevator controls.
- Contractor shall provide one printed copy and one electronic copy of all manuals associated with the project.
- Most work can 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 limit disruptions to the courts.
- Provide one-year parts and labor warranty.

3.0 **Site Restrictions**

Noise

The elevators are located near numerous courtrooms. Work that would cause noise to vibrate through the building into the courtrooms could not be done while court is in session. That is usually Monday – Friday from 8am – 5pm. An Example of work which would cause the noise or vibration would be hammer drilling into the concrete floor or walls. These types of noisy activities if necessary shall be done outside of the courts schedule.

Tools and Material Security

The vendor shall be responsible for maintaining an accurate inventory of any tools or materials brought into the Outagamie County Jail. In the event of missing tools or material, the vendor shall immediately notify the jail officials. Vendor will be allowed to store part and tools within the mechanical rooms on the lower level of the Justice Center as long as they are stored in a neat and orderly manner.

Worker Personal Safety

The vendor’s employees are prohibited from having direct contact with any inmate while working in the Outagamie County Jail. Vendor’s employees are prohibited from exchanging, giving or receiving any item to or from an inmate. A corrections officer will be assigned to accompany the vendor’s employees when working inside inmate housing units and act as a liaison when working in officer areas. The vendor’s employees must immediately obey any lawful order issued to them by a corrections officer.

Background Check

Outagamie County will require background checks on any personnel working in restricted areas of the Outagamie County Justice Center. The County will perform these background

checks at no cost to the contractor. This work will be done with access to restricted areas. Vendor must report in with jail officials when entering and exiting the jail areas.

4.0 **Site Visit**

There will not be a formal site tour. If you would a site tour, contact Paul Farrell (information in Section 8.0) to schedule a time to view the site. Contractors just showing up without a scheduled time will not be accommodated.

4.0 **Completion**

A contract will be issued by end of day April 10, 2024. The Contractor shall achieve substantial completion by 3:00 pm CT March 28, 2025. Failure to achieve substantial completion by March 28th will result in a \$100 per calendar day liquidated damages penalty.

5.0 **Contract, Insurance and Indemnification**

AIA A101-2017, as modified by Owner and associated general conditions (A201-2017) will be the only contract that is used, without changes.

Reference Attachment A for the insurance and indemnification 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.

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, 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. 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.**

Cashier's or Certified Checks used as bid security will be returned to all except the successful bidder within ten (10) business days of the award to the successful bidder. The bid security will be returned to the successful bidder upon satisfactory receipt of performance 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 security or bond.

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

7.0 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.

8.0 Contact Information

All requests for further information should be directed as follows:

Site Information

Paul Farrell
Facilities Director
Paul.Farrell@outagamie.org
920-832-1855

Bidding & Purchasing Information

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

9.0 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 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 then Bids / Proposals.

10.0 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.

11.0 Closing Date

Outagamie County will receive sealed bids up to 1:00 p.m. CT April 2, 2024.
Deliver or mail bids to –

Outagamie County Government Center
Attn: Nicole Schoultz - Purchasing
320 S Walnut St, 4th Floor
Appleton, WI 54911

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – Elevator Controls**". 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 p.m. on April 2nd in the Purchasing Department.

12.0 Facsimile or Email of Bids

Facsimile or email bids are not acceptable.

13.0 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.

14.0 Taxes

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

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Elevator Controls Upgrade
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Bid Due: April 2, 2024 - 1:00 p.m. CT

Mail / Delivery Bids To: Outagamie County Government Center
Attn: Nicole Schoultz - Purchasing
320 S Walnut St, 4th Floor
Appleton, WI 54911

Include: Bid Bond, References and Attachment A

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

Elevator Controls Upgrade

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Base Bid Elevator #1: \$ _____

Alternate Bid Elevator #1 (Add Power Unit): \$ _____

Base Bid Elevator #2: \$ _____

Alternate Bid Elevator #2 (Add Power Unit): \$ _____

Base Bid Elevator #5: \$ _____

Alternate Bid Elevator #5 (Add Power Unit): \$ _____

Base Bid Elevator #7: \$ _____

Alternate Bid Elevator #7 (Add Power Unit): \$ _____