

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
PHYSICAL THERAPY SUITE RENOVATION
IN THE
GOVERNMENT COMPLEX

Due Date: December 17, 2024 2:00 p.m. CT

Mandatory Site Visit: December 5th at 8:00 a.m., reference RFB Section 3.0 for details

1.0 **Overview & Scope of Service**

Outagamie County is seeking bids from qualified contractors to construct/renovation approximately 4,000 square feet of office space into an in-house physical therapy suite with a fitness center in the County's Government Complex. The Government Complex is located at 320 S Walnut St, Appleton, WI 54911.

The project will be a lump sum base bid with one alternate. The alternate bid item is to renovate existing space to become an IT training room.

Provide all labor and materials needed to complete the scope of work as outlined in the following:

- Martenson & Eisele's Drawings titled "Outagamie County Physical Therapy Clinic" dated 11/22/2024 (18 pages)
- Martenson & Eisele's Project Manual titled "Outagamie County Physical Therapy Clinic" dated 11/22/2024 (235 pages)

2.0 **Completion and Liquidated Damages**

A contract will be issued no later than end of day December 30, 2024. The awarded contractor will be given 183 calendar days (to June 30, 2025) to achieve substantial completion of the project. Liquidated damages will be assessed to the Contractor at a rate of \$250.00 per calendar day for each past the listed substantial completion date for each

3.0 **Site Visit**

There will be one mandatory site visit on December 5, 2024 at 8:00 am CT. Interested contractors will meet in the Maintenance Building located at 410 S Elm St in Appleton.

4.0 **Contract Documents**

The following documents will be the only documents that make up the agreement for this project, without further modification:

- AIA A101-2007, as modified by Owner.
- AIA A201-2007, as modified by Owner.
- Outagamie County's Attachment A – Insurance, Indemnification and Responsible Bidder Requirements.
- Debarment and Suspension Certification Form.
- Byrd Anti-Lobbying Amendment.

The awarded Contractor may not have any active exclusions in SAM.gov.

5.0 **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 contract referenced in Section 5.0. 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. Cashier's checks are not acceptable bid bonds.**

6.0 Taxes

All materials used on this project are tax-exempt under Wisconsin State Statute 77.54(9m).

7.0 Bid Submittal

Include the following with your bid –

- Bid Form
- Bid Bond
- Completed Attachment A (Insurance, Indemnification and Responsible Bidder)
- References of a minimum of 3 and maximum of 5 similar projects.

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

8.0 Contact Information

Technical Information

Kevin B. Shumann, AIA
Martenson & Eisele, Inc.

kevins@martenson-eisele.com 920-731-0381

Site and Technical Information

Paul Farrell

Facilities Manager, Outagamie County

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

Bidding Procedure, Contract and Administrative Information

Nicole Schoultz

Procurement Coordinator, Outagamie County

Nicole.Schoultz@outagamie.org 920-832-6083

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 by the date specified in the document timetable. 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. 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 > Bids & Proposals. In addition, 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 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.

11.0 **Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. December 17, 2024.

Send bids using a commercial carrier or USPS to –

Outagamie County Purchasing

Attn: Nicole Schoultz

320 S Walnut St

Appleton, WI 54911

Hand delivery of bids:

Bids that are hand delivered must be deposited in the secure bid deposit box. This secure box is located inside the Door #1 entrance of the County Government Center located at 320 S Walnut St in Appleton. Box is located on the far or east side of the Door #1 entry vestibule. The secure bid deposit box is accessible Monday – Friday (excluding County observed holidays) from 7:30am – 5:00pm. Since this secure box is under 24x7 video surveillance, no bid receipt will be given.

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – PT Suite**". 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 2:00 pm on December 17th inside the Door #1 entrance of the County Government Center.

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.

OUTAGAMIE COUNTY BID FORM: Physical Therapy Suite Renovation

Bid Due: December 17, 2024 - 2:00 p.m. CT

Send/Deliver Bids To: Outagamie County Government Center
Attn: Nicole Schoultz / Purchasing
320 S Walnut St – 4th Floor
Appleton, WI 54911
If hand delivering, see note in Section 12.0

Lump Sum Base Bid: \$ _____

Alternate #1 (increase to Base Bid): \$ _____

Include all information as requested in Section 7.0

Acknowledgement of Addendum(s)

Addendum _____ Date Issued

Addendum _____ Date Issued

Firm Name: _____

Authorized Signature / Date: _____

Print name: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____