

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**TUCKPOINTING**  
**FOR THE**  
**MAINTENANCE DEPARTMENT**

**Due Date: April 24, 2024 – 2:00 p.m. CT**

## 1.0 Overview

Outagamie County is seeking bids from qualified contractors to perform tuckpointing services for the County Administration Building (CAB) located at 320 S Walnut St, Appleton, WI 54911.

Pricing shall be broken out 6 different building sections in which the County will then determine which sections or if the entire building to be included in any issued contracts.

The sections are as follows:

- Section 1 shall include all sides and all surfaces of the 4<sup>th</sup> level (The Penthouse has already been completed and is not included in this project).
- Section 2 shall include all west elevations from ground through 3<sup>rd</sup> level including the west staircase.
- Section 3 shall include all south elevation surfaces from ground level through 3<sup>rd</sup> level including the south staircase.
- Section 4 shall include the North elevation form ground level through 3<sup>rd</sup> level including the North staircase.
- Section 5 shall include all east elevations from ground through 3<sup>rd</sup> level including the north and south facing inset walls within the courtyard area, however the two garage areas are excluded from this section.
- Section 6 shall include the two garages on the east side the of the building, one being the chiller garage along the courtyard driveway and the other being the garage located within the inset on the center east side of the building.

Contractor shall also provide a total price if all sections are included in the awarded contract. In addition, Contractor may provide an additional price to power wash and then apply a sealant to the entire exterior building surface. Sealant must be a commercial grade sealant designed to seal limestone-building materials in a transparent manner.

## 2.0 Scope of Work

- Reference the “CAB Tuckpointing Manual” dated 3/26/2024 for elevations of the Cab building. These drawing are 1941 drawings and are to be used as reference only in showing the building sections. The drawing do not show building modifications or addition since 1941 and as a result, it shall be contractor responsibility to verify actual site conditions prior to submitting a bid.
- Contractor shall re-tuckpoint all joints, seams and cracks within the exterior surface of the building including around windows. Use commercial grade silicone sealant, Tremco brand or equivalent for all joints seams and cracks, colored to match building color.
- Existing tuck-pointing is a mortar type joint filler. Remove existing mortar joints, cut back mortar joints 1’ or deeper as required, clean joints, install backer

material as needed and then apply silicone tuckpoint sealant per the manufactures recommendations and industry standards for tuck-pointing.

- Finished tuckpointing joints, seams and cracks shall be done in a professional and clean manner, keeping sealing within the joints and off of the adjacent building surfaces. Contractor shall clean up any excessive sealant form wall areas.
- Perform work in a manner where seams and joints are sealed shortly after old tuckpointing has been removed in order to prevent water penetration into the building. Completed small enough sections at a time in order to prevent open sections during damp or rainy weather.
- Work can be performed during normal working hours, however contractor shall use safety precautions when working around employee entrances and general site safe work practices.
- Site clean-up of any debris relating to the project.
- In addition to any manufactures warranty, provide a one-year warranty on all labor and materials.
- Contractor is responsible for any required permits. Contract must also have a minimum of 3 years' experience tuckpointing commercial or government type buildings.

### 3.0 **Site Restrictions**

This is a government facility with public visitors. Contractors shall conduct themselves in a professional manner at all times when on grounds

### 4.0 **Site Visit**

There will not be a formal site tour. If you would like a site tour, contact Paul Farrell (information in Section 9.0) to arrange a time. Note, contractors just showing up without coordinating a tour will not be accommodated.

### 5.0 **Completion**

A contract will be issued by end of day May 8<sup>th</sup> The Contractor shall achieve substantial completion shall be by 3:00 pm CT October 25, 2024. Failure to achieve substantial completion by October 25<sup>th</sup> will result in a \$100 per calendar day liquidated damages penalty.

### 6.0 **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.

## 7.0 **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 there on 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.**

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

## 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 **Contact Information**

All requests for further information should be directed as follows:

### **Site Information**

Paul Farrell

Facilities Director

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

920-832-1855

### **Bidding & Purchasing Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

(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 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.

#### 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 2:00 p.m. CT April 24, 2024.  
Deliver or mail bids to –

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

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – CAB Tuckpointing**". 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 p.m. on April 24<sup>th</sup> in the Purchasing Department.

**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.

**15.0 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**

**CAB Tuckpointing**

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**Bid Due:** April 24, 2024 - 2:00 p.m. CT

**Mail / Delivery Bids To:** Outagamie County Government Center  
Attn: Nicole Schoultz - Purchasing  
320 S Walnut St, 4<sup>th</sup> 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**

**CAB Tuckpointing**

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Section 1 – 4<sup>th</sup> level all sided: \$ \_\_\_\_\_

Section 2 – West Elevation ground - 3rd: \$ \_\_\_\_\_

Section 3 – South Elevation ground - 3rd: \$ \_\_\_\_\_

Section 4 – North Elevation ground – 3rd: \$ \_\_\_\_\_

Section 5 – East Elevation ground – 3rd: \$ \_\_\_\_\_

Section 6 – Two Garages on East Side: \$ \_\_\_\_\_

Lump sum Price if all work is included \$ \_\_\_\_\_

Price to Power-wash and seal building exterior: \$ \_\_\_\_\_