

OUTAGAMIE COUNTY

REQUEST FOR BID

FOR

ENTRANCE SIGNS

AT

PLAMANN PARK

Due Date: August 14, 2024 – 1:30 PM CT

1.0 **Scope of Work**

Outagamie County is requesting bids for the construction and installation of two entrance signs at Plamann Park.

Plamann Park is located at 1375 E Broadway Dr in Appleton.

Reference the drawings/specifications from Rettler Corporation titled "Outagamie County Parks System Plamann Park Entry Signage Project" (6 pages dated 7/1/2024) regarding the project scope.

Additionally, the awarded Contractor will be responsible for:

- Obtaining/paying for any required permits.
- Site clear daily of all rubbish materials.

2.0 **Timeframe for Completion**

A PO will be issued by end of day August 20th.

We are requesting a lump sum base bid for the signage to be fully installed/complete by November 15, 2024. We are seeking one alternate lump sum bid for the signage to be fully installed/complete by May 31, 2025. Contractors do not have to bid the base bid completion date to be considered for this project, they may only bid the alternate completion date.

Failure for the contractor to achieve final completion by the date for the bid option awarded, will result in a \$250.00 per calendar day liquidated damages penalty.

3.0 **Insurance, Indemnification & Responsible Bidder**

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.

4.0 **References**

Provide three references of similar scope. Include company name, contact name and contact information.

5.0 **Contact Information**

Bidding Policy & Procedure Information

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

Technical Information

John V. Kneer, PLA, ASLA
Rettler Corporation, President
(715) 341-2633
jkneer@rettler.com

6.0 **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 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).

7.0 **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 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

8.0 **Closing Date**

Outagamie County will receive sealed bids up to 1:30 p.m. August 14, 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 – Entrance Signs**". 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 1:30 pm on August 14th inside the Door #1 entrance of the County Government Center.

9.0 Fax or Email of Bids

Fax or email bids are not acceptable.

10.0 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.

11.0 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
ENTRANCE SIGNS**

Bid Due: August 14, 2024 - 1:30 p.m. CT

Send/Deliver Bids To: Outagamie County Government Center
Attn: Purchasing – Nicole Schoultz
320 S Walnut St
Appleton, WI 54911
If hand delivering, see note in Section 8.0

Base Bid – Completion by November 15, 2024

\$ _____

Alternate Bid – Completion by May 31, 2025

\$ _____

Include Attachment A, & References with your Bid

Acknowledgement of Addendum

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Name/Date: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____