

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**FIRE ALARM SYSTEM UPGRADE**  
**AT**  
**BREWSTER VILLAGE**

**Due Date: September 9, 2025 – 1:00 PM CT**

**Mandatory Site Visit: August 27<sup>th</sup> at 8:00 AM CT (reference Section 2.0 for details)**

## 1.0 **Scope of Work**

Outagamie County is requesting bids from qualified electrical contractors to replace the existing horn/strobe fire alarm system with a new voice/strobe fire alarm system at Brewster Village. Brewster Village is a 204 bed skilled nursing facility located at 3300 W Brewster St in Appleton, WI. This facility was constructed in 2001 and is 166,900 sf.

This fire alarm system will provide code compliant ADA strobe coverage as well as voice coverage throughout the entire facility. This project will also include expanding the existing door access system.

Reference the following drawings and specifications regarding the project scope:

- Project Manual: MSA Professional Services, Inc.'s dated August 13, 2025 (93 pages).
- MSA and the County will be responsible for the plan submittal to the State and associated costs. Contractor will be responsible for all other required permits (and associated fees).

Work hours will be Monday – Friday (with the exception of holidays) from 8:00 am – 5:00 pm CT.

Pricing will be a lump sum base bid with two alternates.

Alternate #1: State the add/deduct from the base bid to provide smoke detectors with sounder bases in the resident rooms as shown on the drawings. Under the base bid provide a decorative bank white colored plate to cover existing opening.

Alternate #2: State the add/deduct from the base bid to provide door access equipment as shown in the drawings sheets E3.0 and #3.1.

## 2.0 **Site Visit**

There will be one mandatory site visit on August 27, 2025 at 8:00 pm. All interested contractors will meet in the lobby of Brewster Village.

## 3.0 **Timeframe for Completion**

It is our intent to issue a contract by September 24, 2025. The Contractor must achieve substantial completion for the project by 3:00 pm CT October 9, 2026. Failure to achieve substantial completion by October 9, 2026 will result in a \$250 per calendar day liquidated damages penalty.

## 4.0 **AIA Document**

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

## 5.0 **Indemnification, Responsible Bidder & Insurance**

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.

## 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.**

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**

Provide three (3) references of a similar project in the past ten (10) years. Include the company name, contract name and telephone number as well as a brief project description.

#### 8.0 **Contact Information**

##### **Technical Information**

Dave Schulze, DES

Senior Designer of Engineering Systems, MSA Professional Services, Inc.

(920) 894-4710

[dschulze@msa-ps.com](mailto:dschulze@msa-ps.com)

##### **Site Information**

Brandon LaMaide

Facility & Operations Manager, Brewster Village

(920) 225-1978

[Brandon.LaMaide@outagamie.org](mailto:Brandon.LaMaide@outagamie.org)

##### **Bidding Policy & Procedure Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

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

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Brandon LaMaide

Facility & Operations Manager, Brewster Village

(920) 225-1978

**9.0 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).

**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 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 1:00 p.m. CT September 9, 2025. Late bids will not be accepted.

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 bid shall show the name of the bidder and must be clearly marked "**Bid –Fire Alarm System**". 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 on September 9<sup>th</sup> inside the Door #1 entrance of the County Government Center.

#### 12.0 **Fax or Email of Bids**

Fax 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 is tax-exempt under Wisconsin State Statute 77.54(9m).

**OUTAGAMIE COUNTY BID FORM**  
**Fire Alarm System Upgrade**

**Bid Dues:** September 9, 2025- 1:00 p.m. CT

**Deliver Bids To:** Outagamie County  
Attn: Nicole Schoultz, Purchasing  
320 S Walnut St  
Appleton, WI 54911  
*If hand delivering, see note in Section 11.0*

Lump Sum Base Bid	\$	
Alternate #1 (smoke detectors with sounder bases in resident rooms)		
___ Add	___ Deduct	
\$		
Alternate #2 (badge access to doors)		
___ Add	___ Deduct	
\$		

**Include Bid Bond, Attachment A & References with your Bid**

**Acknowledgement of Addendum**

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

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

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

Authorized Signature: \_\_\_\_\_

Name/Date: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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