

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
ELEVATOR MODERNIZATIONS
AT
BREWSTER VILLAGE

Due Date: April 29, 2026 – 1:00 p.m. CT

1.0 Overview

Outagamie County is seeking bids from qualified contractors modernize two (2) Otis elevators which were originally installed in 2000 at Brewster Village. Brewster Village is located at 3300 W Brewster St in Appleton.

2.0 Scope of Work

The project includes a full modernization of two (2) hydraulic passenger elevators serving two levels in a skilled nursing facility. These elevators are critical to resident transport, bed movement and emergency operations and must remain compliant with healthcare occupancy standards.

In addition to local codes, the project must be executed in compliance with:

- Wisconsin Administrative Code SPS318
- ASME A17.1 Safety Code for Elevators
- ADA Requirements
- Wisconsin DHS Requirements for Skilled Nursing Facilities
- Healthcare occupancy transport requirements
- Nurse and bed transport reliability
- Fire alarm interface for recall
- Emergency power / battery lowering

Reference Exhibit A for the Project Specifications on this project, dated April 13, 2026. The contractor shall provide all materials, labor and equipment to complete the upgrades on two (2) elevators as outlined in Exhibit A.

Reference Exhibit B for the building layout with the two elevators highlighted, one in the Atrium neighborhood and one in the Heritage neighborhood.

Work Hours

Work hours could be 8:00 am to 4:30 pm, Monday through Friday, excluding Memorial Day and Labor Day. We may allow the contractor to work extended hours with prior authorization from Brewster Village. The contractor must provide noise, dust and safety controls while the project is in progress. At the end of each work day, any debris from the day's work must be removed.

3.0 Site Visit

There will not be a formal site tour. If you would like a site tour, contact Brandon LaMaide (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 May 14, 2026. The Contractor shall achieve substantial completion by 3:00 pm CT October 23, 2026. Failure to achieve substantial completion by October 23rd will result in \$100 per calendar day liquidated damages.

Only one elevator could be out at a time. The project shall be phased so the Atrium elevator is completed first and upon completion, upgrades on the 2nd elevator could begin.

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

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 indemnification, responsible bidder and insurance 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**

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

Brandon LaMaide
Facility & Operations Manager
Brandon.Lamaide@outagamie.org
920-225-1978

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.gov 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.gov 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 29, 2026. 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 bidder shall show the name of the bidder and must be clearly marked "**Bid – Elevator Modernization**". 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 April 29th inside the Door #1 entrance of the County Government Center.

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).

OUTAGAMIE COUNTY BID FORM
Brewster Village Elevator Modernization

Bid Due: April 29, 2026 - 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
If hand delivering, see note in Section 11.0

Lump Sum Bid Price for (2) Elevators \$_____

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: _____