

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
RESTROOM BUILDING AND SITE IMPROVEMENTS
AT
PLAMANN PARK

Due Date: March 4, 2026 – 1:00 PM CT

1.0 **Scope of Work**

Outagamie County is requesting bids for a contractor to provide and install a 208 square foot pre-engineered restroom building and provide site improvements, to include a biofilter, at the Children's Farm area of Plamann Park. Plamann Park is located at 1375 E. Broadway Drive in Appleton, WI.

Reference the following drawings and specifications regarding the project scope which shall be included in the lump sum bid price-

- Project Specifications per Rettler Corporation Project #24.063 dated February 2026 (157 pages).
- Site Layout per Rettler Corporation's drawing titled "Plamann Park – Children's Park Site Layout & Landscape Plan" dated 2-02-26 (1 page).
- Drawings and Scope per Rettler Corporation's drawings titled "Plamann Park Children's Farm" dated 2-02-26 (15 pages).

Work hours will be Monday – Friday (with the exception of holidays) from 7:00 am – 6:00 pm CT.

Pricing will be a lump sum base bid.

2.0 **Site Visit**

There will not be a formal site tour. Contractors could tour the site at their convenience during daylight hours.

3.0 **Timeframe for Completion**

It is our intent to issue a contract by March 19, 2026. The Contractor must achieve substantial completion for the project by 5:00 pm CT October 15, 2026. Failure to achieve substantial completion by October 15th will result in a \$100 per calendar day liquidated damages.

Note, the drawing and scope set (page 5) refers to a construction erosion control sequence. The Contractor does not have to follow this sequence, this was used as guidance. The Contractor could determine schedule to allow for substantial completion by October 15, 2026.

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 bidders 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**

Bidding Policy & Procedure Information

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

Site Information

Justin Schumacher
Director, Parks System
(920) 841-5040
Justin.Schumacher@outagaie.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 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.gov 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 March 4, 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 bid shall show the name of the bidder and must be clearly marked "**Bid –Children's Farm**". 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 March 4th 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
Restroom Building and Site Improvements

Bid Dues: March 4, 2026- 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 Project Cost \$ _____

Written _____ Dollars and _____ Cents

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: _____