

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
CARD ACCESS
AT VARIOUS COUNTY LOCATIONS

Due Date: February 14, 2024 – 2:00 p.m. CT

1.0 **Overview**

Outagamie County is seeking bids from qualified contractors to provide and install card access to several doors. The card access system shall be Sielox/Pinnacle and shall tie into the County's existing Sielox/Pinnacle Card access system. Work locations included various locations within the County's 320 S Walnut Street and 3030 E Goodland Street locations, both in Appleton, WI 54911. See Manual labeled "Card Access Manual 1-22-2024" for details and specific work for each location. Work shall be broken out into 6 different bids as indicated within the manual with a lump sum bid should all area be included in the contract. The County may select to do only select areas or all areas as part of the contract, however all selected areas will be awarded to the same contractor.

2.0 **Scope of Work**

- Reference the "Card Access Manual 1-22-2024" for specifications, project scope and work hours and restrictions.
- Contractor shall be licensed or have the ability to purchase, install and program the Sielox/Pinnacle equipment. All work must meet manufactures recommendation or standards for installation.
- Bid shall include all cabling, wiring and installation work.
- Outagamie County currently has Sielox/Pinnacle card access system and software for other parts of the building. All new door controllers shall be Sielox/Pinnacle and shall be compatible with the County's existing system.
- All new card access shall be a complete and operational system including any needed proگرامing to make the new systems work with the County's existing system.
- Work shall be scheduled with the County at least 2 weeks prior to starting work.
- Provide a one-year parts and labor warranty on all new equipment.

3.0 **Site Restrictions**

See manual for site restrictions and acceptable working hours for each area.

4.0 **Background Check**

Outagamie County will require background checks on any personnel working in restricted areas such as court and law enforcement areas. The County will perform these background checks at no cost to the contractor.

4.0 **Site Visit**

There will not be a formal site visit. Any contractors wanting to tour the site shall contact Paul Farrell, Facilities Director (contact information in Section 9.0) to schedule a tour. Contractors just showing up without an appointment will not be accommodated.

5.0 **Completion**

A contract will be issued by end of day March 22, 2024. The Contractor shall achieve substantial completion by 3:00 pm CT July 19, 2024. Failure to achieve substantial completion by July 19th will result in a \$50 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 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.

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

920-832-1855

Bidding & Purchasing Information

Nicole Schoultz
Procurement Coordinator, Outagamie County
(920) 832-6083
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 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 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 February 14, 2024.

Deliver or mail bids to –

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

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – Card Access**". 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 February 14th 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: CARD ACCESS

Bid Due: February 14, 2024 - 2:00 p.m. CT

Mail / Delivery Bids To: Outagamie County Government Center
Attn: Nicole Schoultz - Purchasing
320 S Walnut St, 4th Floor
Appleton, WI 54911

Bid Area # 1:	\$ _____
Bid Area # 2:	\$ _____
Bid Area # 3:	\$ _____
Bid Area # 4:	\$ _____
Bid Area # 5:	\$ _____
Bid Area # 6:	\$ _____
Lump Sum for all areas:	\$ _____

Include: Bid Bond, References and Attachment A

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Name/Title: _____

Date: _____

Address: _____

Telephone/E-mail: _____