

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
GENERATOR ADDITIONS
FOR THE
HIGHWAY DEPARTMENT

Due Date: July 30, 2024 – 2:00 p.m. CT

Mandatory Site Visit: July 16, 2024 – 8:00 a.m. (see Section 3.0 for details)

1.0 **Introduction and Background**

Outagamie County is seeking a qualified contractor to provide and install generators at the Highway Department's Seymour and Shiocton sites.

The Seymour site is located at 440 Municipal Dr and the Shiocton site is located at W7517 Highway 54.

2.0 **Scope of Work**

Awarded contractor shall provide all materials and labor to fully complete the project per the specifications from MSA Professional Services, Inc. as well as all AIA contract provisions and other requirements listed throughout this document.

Reference the following from MSA:

- Technical Specifications dated June 24, 2024 (100 pages)
- Drawings dated June 24, 2024, Project No. R02028041 (2 pages each for Seymour and Shiocton)

Pricing will be lump sum bid for each location. Due to different budget cost centers, the project is priced per location. Award will be made to one contractor who is the overall lowest priced contractor for both locations combined. Note, there is a \$500.00 allowance in Specification Section 26 05 01 to cover any cost for the electric utility to shut off the services when the contractor is making the switchover.

3.0 **Pre-bid/Site Inspection Meeting**

There will be one mandatory pre-bid meeting on July 16, 2024 at 8:00 a.m. CT. All interested bidders will meet at the Seymour site (440 Municipal Dr) at 8:00 a.m. Immediately following the site tour at Seymour, all contractors will proceed to the Shiocton site (W7517 Highway 54). It is mandatory the contractors view both sites.

4.0 **AIA Document**

AIA A101-2007, as modified by Owner and associated General Conditions will be the only contract that is used, without modification.

5.0 **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 their bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond equal to the contract sum, 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 and sign the AIA contract referenced in this RFB. If the bidder fails to file such insurance certificate, bonds or sign the contract within ten (10) days from the notification of award, 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. Cashier checks will not be accepted as a bid bond.

6.0 Completion & Liquidated Damages

Contractor must have substantial completion of the project by August 15, 2025. Failure to complete will result in liquidated damages, which will be equal to \$250.00 per calendar day, to Outagamie County. A contract will be issued by end of day August 15, 2024.

7.0 References

Provide references of a minimum of three and maximum of five completed similar sized projects. Include the company name, contract name and telephone number as well as a brief project description.

8.0 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.

9.0 Contact Information

All requests for further information should be directed as follows:

Technical Specifications

Primary Contact:
Dave Schulze, DES
Senior Designer of Engineering, MSA
(920) 894-4710
dschulze@msa-ps.com

Secondary Contact:
Cameron Suave
Graduate Electrical Engineer, MSA
920-267-6043
csuave@msa-ps.com

Site Information

Jon Milheiser
Facilities Superintendent, Highway Department
(920) 832-5380
Jon.Milheiser@outagamie.org

Bidding Policy & Procedure 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 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).

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 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.

12.0 Closing Date

Outagamie County will receive sealed bids up to 2:00 p.m. CT, July 30, 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 – Generators**". 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 pm on July 30th inside the Door #1 entrance of the County Government Center.

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. After submission of the written bid, qualified bidders may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions with the lowest responsive/responsible contractor.

15.0 Taxes

All materials used on this project is tax-exempt under Wisconsin State Statute 77.54(9m).

OUTAGAMIE COUNTY BID FORM: GENERATORS

Bid Due: July 30, 2024 – 2:00 p.m. CT

Mail / Delivery Bids To: Outagamie County
Attn: Nicole Schoultz, Purchasing
320 S Walnut St
Appleton, WI 54911
If hand delivering, see note in Section 13.0

Seymour Site: \$ _____

Shiocton Site: \$ _____

Total: \$ _____

**Include the following with your bid:
Bid Bond, References**

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print Name/Title: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____