

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
PERMANENT INTERIOR EXHIBITS
AT
MOSQUITO HILL NATURE CENTER

Due Date: June 25, 2024 – 2:00 p.m. CT

1.0 **Overview & Scope of Service**

Outagamie County is seeking bids from qualified fabricators to produce and install educational exhibits at Mosquito Hill Nature Center (MHNC). The exhibit space is approximately 2,500 sf and has been recently remodeled to accept the exhibits. Mosquito Hill Nature Center is located at N3880 Rogers Rd in New London, WI.

Scope of Service

Provide all labor and materials needed to complete scope of work as outlined in the following:

- Riggs Ward Design, LC's Project Manual titled "Permanent Exhibits Mosquito Hill Nature Center" dated March 7, 2024 (90 pages).
- Riggs Ward Design, LC's Construction Drawings titled "Mosquito Hill Nature Center" (70 pages).
- Appendix A titled "MHNC Exhibit Specimen/Artifact List" dated 5/15/2024 (3 pages).
- The final electronic files for the graphic production will be provided to the fabricator at the kick-off meeting.

The project will be lump sum base bid.

2.0 **Completion and Liquidated Damages**

A contract will be issued no later than end of day July 12, 2024. Substantial completion shall be by 2:00 pm CT July 1, 2025. Failure to meet substantial completion by the determined completion timeframe will result in a \$250.00 per day liquidated damages penalty.

3.0 **Site Visit**

There will not be a formal site tour. Any vendors who would like to tour the site should coordinate a time to view with Mike Hibbard at 920-779-6433.

4.0 **Contract**

AIA A101-2017, as modified by Owner and the associated General Conditions, AIA A201-2017, as modified by Owner will be the only contract that is used, without additional changes.

5.0 **Insurance, Indemnification & Responsible Bidder**

The awarded bidder must comply with the requirements set forth in Attachment A. Complete and return Attachment A with your bid, however the Certificate of Insurance is only required form the awarded bidder.

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 will cause the forfeiture of the full amount of the bond. Cashier's checks will not be acceptable for a bid bond.

The awarded firm will be required to obtain a performance and payment bond equal to the contract sum.

7.0 **References**

Provide a minimum of three and maximum of five references for similar projects. Include the project description, size, date of completion and location (customer name, city and state). Also provide the contact name, phone number and email address. Failure to provide may result in the rejection of your bid.

8.0 **Contact Information**

Site Information

Mike Hibbard
Director/Naturalist, Mosquito Hill Nature Center
(920) 779-6433
Mike.Hibbard@outagamie.org

Purchasing & Contract 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.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.

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 2:00 p.m. CT June 25, 2024. 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 –Exhibits**". 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 June 25th inside the Door #1 entrance of the

County Government Center.

12.0 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.

13.0 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
Permanent Interior Exhibits

Bid Dues: June 25, 2024 - 2:00 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 Amount _____ Dollars and _____ Cents

Include Bid Bond, Completed Attachment A and References

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title/Date: _____

Address: _____

Telephone: _____

E-mail: _____