

**OUTAGAMIE COUNTY**

**REQUEST FOR BID**

**FOR**

**RESTROOM PARTITIONS**

**FOR**

**PARKS DEPARTMENT**

**Due Date: December 2, 2020 – 1:30 PM CT**

## 1.0 **Overview**

The Outagamie County Parks Department is requesting bids for a contractor to upgrade restroom partitions at Plamann Park and Mosquito Hill Nature Center to make them ADA accessible. Plamann Park is located at 1375 E Broadway Dr in Appleton, WI and Mosquito Hill Nature Center is located at N3880 Rogers Rd in New London, WI.

## 2.0 **Scope of Work**

Reference Attachment A for the specifications on the project.

### **Project Requirements**

- Contractor will be responsible for all materials (even if not specifically called out) and labor for the project.
- Contractor will be responsible for removal of existing partitions and hardware.
- Contractor responsible for site clearing of all materials, including packaging materials and materials removed.
- Minimum two-year parts and labor warranty.

Project is lump sum bid to include all materials and labor for both Plamann Park and Mosquito Hill Nature Center.

## 3.0 **Site Visit**

There will not be a formal site tour. If you would to see the site contact Kristine Butteris at 920-832-4791.

## 4.0 **Completion & Liquidated Damages**

A purchase order will be issued by end of day December 9<sup>th</sup>. Project must be fully complete by 4:00 pm CT April 30, 2021.

## 5.0 **Insurance and Indemnification**

See Attachment B for the requirements of the awarded bidder. Complete and return this form with your bid. However, only the awarded contractor will need to supply their Certificate of Insurance.

## 6.0 **References**

Provide three references for similar projects your company has completed in the past five years. Include company name, location, contact name, phone number and project description.

## 7.0 **Contact Information**

### **Site Information**

Kristine Butteris

Management Assistant, Parks Department

[Kristine.Butteris@outagamie.org](mailto:Kristine.Butteris@outagamie.org)

920-832-4791

## **Bidding / Purchasing Policy & Procedure Information**

Nicole Schoultz

Procurement Coordinator

(920) 832-6083

[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

### **8.0 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](http://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).

### **9.0 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.

### **10.0 Bid Submittal & Closing Date**

Outagamie County will receive sealed bids up to 1:30 p.m. CT December 2, 2020. Late bids will not be accepted.

Bids could be delivered through a commercial carrier or the United States Post Office to:

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

Bids sent this way must be received by the County by 1:30 pm CT December 2<sup>nd</sup>, delivery to the carrier by this time is not acceptable.

Bids could be dropped off at:

Outagamie County Government Center  
Front Door Security (Door #1)  
320 S Walnut St  
Appleton, WI 54911

The sealed envelope containing your bid shall show the name of the bidder and must be clearly marked "**Bid – Restroom Partitions, attn: Purchasing**". 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 1:30 PM CT December 2<sup>nd</sup> in the entrance of the Government Center (320 S Walnut St, Appleton).

**11.0 Fax or Email of Bids**

Fax or email bids are not acceptable.

**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**  
**Parks Restroom Partitions**

**Bids Due:** December 2, 2020 1:30 p.m. CT

**Mail Bids To:** Outagamie County Government Center  
Attn: Nicole Schoultz - Purchasing  
320 S Walnut St  
Appleton, WI 54911

**Hand Deliver Bids To:** Outagamie County Government Center  
Front Door Security (Door #1)  
320 S Walnut St  
Appleton, WI 54911

**Lump Sum Bid Price \$** \_\_\_\_\_

**Include with your Bid: References & Completed Attachment B**

Acknowledgement of Addendum

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

Firm Name: \_\_\_\_\_

Signature / Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_