

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
OVERHEAD DOOR REPLACEMENT
AT
DEPARTMENT OF RECYCLING AND SOLID WASTE

Due Date: November 18, 2019 – 2:00 p.m. CT

1.0 Introduction and Background

Requesting bids for the replacement of one (1) overhead door at the Transfer Station located at the Department of Recycling and Solid Waste (1419 Holland Rd, Appleton).

2.0 Scope of Work

Replacement door specifications are as follows:

- Replace existing overhead door with one 16' W x 30' H CHI rollup service door
- Model 6201
- Color: Grey
- 20 Gauge Flat Slats
- 2" Shaft
- Liftmaster 3HP Gearhead Operator, 480V 3 Phase

Lump sum pricing shall include all materials and labor for a complete install, to include but not be limited to; delivery, labor, tools, travel and ancillary components.

Lump sum price shall also include

- Site clear all materials and existing door and components
- One year parts and labor warranty (date from final completion); the vendor must be able to provide repair outside their normal business hours for emergency warranty repairs
- Any required permits
- Any electrical work
- NOTE: The door will fit where the existing one was removed; no door frame or building modification is required

The fact that we specify a particular brand of door is not meant to limit acceptable doors; rather it is a means to establish a minimum level of acceptable quality. You may propose any manufacturer and model as long as the equipment is equal to or exceeds the specified equipment. Outagamie County will be the sole judge of equivalency.

If you are bidding a door other than the CHI specified, provide information on the doors bidding.

3.0 Work Hours

Work hours are from 5:00 am – midnight, Monday through Friday.

4.0 Liquidated Damages

On the bid form, list the completion date in calendar days. If the awarded Contractor does not complete in the timeframe they referenced, liquidated damages, which will be equal to \$100.00 per calendar day will be payable to Outagamie County. Notice of award will be by November 22, 2019.

5.0 Site Visit

There will not be a formal site inspection, if you would like to tour the site, contact Jeff Tetzlaff (information listed in Section 9.0). Contractors just showing up without an appointment will not be accommodated.

6.0 **References**

References are required only by contractors that have not been directly hired by Outagamie County for similar work in the past three years. Provide three references for similar projects your company has completed in the past five years. Include company name, location, contact name, phone number and email and project description. For contractors that do not need to submit references, complete the recent project question on the bid form.

7.0 **Insurance and Indemnification**

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.

8.0 **Bid Submittal**

Include the following –

Bid Form

Completed Attachment A as referenced in Section 7.0

References (if required)

Information on doors bidding if different than door spec'd

9.0 **Contact Information**

All requests for further information should be directed in writing as follows:

Site Information

Jeff Tetzlaff

Maintenance Supervisor

(920) 832-2169

Jeff.Tetzlaff@outagamie.org

Bidding Procedure & Award 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 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 November 18, 2019. Late bids will not be accepted.

Deliver or mail bids to –
Outagamie County Purchasing
Attn: Nicole Schoultz
320 S Walnut St
Appleton, WI 54911

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – Overhead Door**". 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 2:05 PM CT November 18th in the Purchasing Department.

13.0 **Fax or Email of Bids**

Fax 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. **Tax Exemption - Materials**

Effective January 1, 2016 all materials used on this project are tax-exempt under Wisconsin State Statute 77.54(9m).

OUTAGAMIE COUNTY BID FORM
Transfer Station Overhead Door Replacement

Bid Due: November 18, 2019 2:00 p.m. CT

Mail / Delivery Bids To: Outagamie County Purchasing
Attn: Nicole Schoultz
320 S Walnut St
Appleton, WI 54911

LUMP SUM BID \$ _____

Are you bidding what was spec'd? ___YES ___NO

If your company has been hired directly by the county (not as a sub) for a similar project in the past three years, reference the project below. If not, include references as requested in Section 6.0

Project _____

Include all information as requested in Section 8.0

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____