



Maintenance Department

10610 Main Street, Suite 10. - Hayward, WI 54843

Phone: 715-634-5393

Cell: 715-699-0519

Email maintenance@sawyercountygov.org

**INVITATION TO BID
OJIBWA EMS GARAGE & LIVING QUARTERS
FOR
SAWYER COUNTY
HAYWARD, WISCONSIN**

Bids due in Sawyer County Clerk's office:

August 23rd, 2018 – 4:00 p.m. (local time)

Bids received after this date and time will be rejected.

Bids must remain in effect 90 days from due date.

Pre-Bid Conference: **9 a.m. August 14th, 2018**

Sawyer County Maintenance Department
15866 East Fifth Street
Hayward, WI 54843

Address Bid to: Sawyer County Clerk
Attn: Ojibwa EMS Garage
10610 Main Street, Suite 10
Hayward, WI 54843

*****MARK SEALED ENVELOPE: OJIBWA EMS GARAGE *****

Sawyer County reserves the right to accept or reject any or all bids; to waive any technicality or error in any bid or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Sawyer County.

Contracts are awarded to the lowest, most qualified, responsible and responsive bidder on the basis of the base bid and full consideration of any or all alternatives, as may be in the best interest of Sawyer County. In determining the award of contract, Sawyer County will consider the scope of the work involved, timeliness of delivery, competency of bidder, bidder's ability to render satisfactory service, and past performance. If two or more bidders submit identical bids, Sawyer County will make award to bidder of its choice and such decision will be final.

SCOPE OF SERVICES

- Construct building per specification listed on blueprints provided by Sawyer County per the following bid package's

Bid Package 100 General Construction: Submit on Invitation to Bid Form 100

- Reference Halberg Engineering LLC Drawings 1-2-3
 - Date Drawn 11-16-17
 - Plan Job Number 17A70
 - Latest Revision Date of 12-6-17
 - Wisconsin Division of Industries Conditional approval 12-7-17
 - Transaction ID No. 3002356
 - Site ID No. 839686

Bid Package 100a Scope of Work Per Plan and Specifications

- Concrete footings
- Post and Frame Construction Complete
- Exterior Doors and Windows
- Garage Doors and Openers
- Slab Preparation and slab Insulation
- Concrete Slab
- Aprons and Sidewalks
- Driveway?
- Inspections

Bid Package 100b Interior General Construction

- Interior Walls and Finishes Identified on Drawing 2 of 3
 - Floor plan
 - Structural Floor Plan
 - Enlarged Interior Layout
 - Restroom Details
- Bid Package 100b Scope of Work Per Plan and Specifications
 - Framing interior walls, sheet rock and finishes
 - Interior doors and trim
 - Bathroom grab bars and mirrors
 - Kitchen cabinets and countertops
 - Inspections

Bid Package 200 Plumbing: Submit on Invitation to Bid Form 200

- Reference AMI Consulting Engineers Drawings P0.0-P1.0-P2.0
 - Date Drawn 1-25-2018
 - Plan Job Number 171380
 - Latest Revision Date of 1-25-18
 - Wisconsin Division of Industries Conditional approval 2-19-18
 - Transaction ID No. 3055439
 - Site ID No. 839686
- Base Bid Scope of Work Per Plan and Specifications
 - Supply and Install Underground Waste and Vent
 - Supply and Install Pipe connections to owner supplied Holding Tanks
 - Supply and Install Trench Drains and Catch Basin
 - Supply and Install Water distribution lines to owner supplied Pressure Tank
 - Supply and install water distribution to Water Heater (Included in BP 300)
 - Supply and Install Plumbing Fixtures
 - System Testing and Inspections per WI Plumbing code

Bid Package 300 HVAC: Submit on Invitation to Bid Form 300

- Reference Charles T. Halama Drawings HV-1
 - Date Drawn 12-12-17
 - Plan Job Number N/A
 - Latest Revision Date of 12-12-17
 - Wisconsin Division of Industries Conditional approval 12-12-17
 - Transaction ID No. 3025380
 - Site ID No. 839686
- Bid Package 300a Scope of Work Per Plan and Specifications
 - Install owner supplied In-floor heat tubes and manifolds
 - Apply air test prior and during concrete slab pour
- Bid Package 300b Scope of Work Per Plan and Specifications
 - Install owner supplied boiler, water heater and accessories
 - Supply and install pipe and fittings to Indirect water heater, boiler and manifolds
 - Supply and install boiler Intake and venting
 - Install owner supplied Thermostats and outdoor Air sensor
 - Test and Balance Hydronic system
- Bid Package 300c Scope of Work Per Plan and Specifications
 - Install owner supplied EF-1,2,3
 - Install owner supplied Outside Air intake AOI-1
 - Install owner supplied Supply and Install MAU-1
 - Install owner supplied EV-1 and AC-1
 - Supply and install all HVAC Ducts and Terminations
 - Inspections, Test and Balance Air System

INSTRUCTIONS FOR BIDS

The bidder is required to submit **two (2) copies (one original marked as such and one copy)** of their bid in a sealed envelope marked Ojibwa EMS Garage to Sawyer County Clerk, 10610 Main Street, Suite 10, Hayward, WI 54843. All bids must be received by **4:00 p.m. (local time), August 23rd, 2018.** Any bid submitted after this date and time will be rejected. Vendors are responsible for ensuring that the above office receives their bid before the deadline. No faxed or electronic bids will be accepted.

Bid "packets" must be clearly labeled with vendor name, return address, bid title, date and the name of the vendor's primary contact for bid questions.

Bids shall be signed with name printed below signature. Where Bidder is a Corporation, Bid must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

PRE-BID CONFERENCE

A Pre-Bid Conference will be held on **August 14th at 9:00 a.m.** Interested vendors should meet in the Sawyer County Maintenance Garage, 15866 East Fifth Street, Hayward, WI 54843. The purpose of this conference is to provide any needed additional information to vendors for the submission of their bid.

INQUIRIES

All questions concerning this Invitation to Bid must be submitted **via email**. Questions must be received by **12:00 noon (local time), August 16th 2018**. Questions received after this date and time will not be answered. Questions may be emailed to **maintenance@sawyercountygov.org**.

No verbal explanation or instructions will be given in regard to the meaning of the drawings or specifications during the bid period. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. Addendum will include a list of each question received and Sawyer County's response.

ADDENDA

All changes to the Bidding Documents prior to bid opening will be made by written addenda issued by Sawyer County to each recipient of the Bidding Documents on record. All addenda will be issued no later than August 20th, 2018. All addenda or notice of addenda will be posted on Sawyer County's website, www.sawyercountygov.org.

PROJECTED TIMETABLE

Issue Invitation to Bid	08/08/18
Pre-Bid Conference	08/14/18 – 9:00 a.m.
Questions Due	08/16/18 – 12:00 noon
Questions Answered by	08.20/18 – 10:00 p.m.
Bids Due	08/23/18 – 4:00 p.m.
Bid Opening	08/23/18 – 4:15 p.m.

Bids will be opened in the Sawyer County Assembly room. Vendors not involved in the final selection process will be notified via email. Committee approval of bids will take place 6:30 p.m. during the Public Works meeting in the Assembly Room of the courthouse. County Board approval will occur during the County Board meeting starting at 6:30 p.m. in the Large Courtroom of the courthouse. The above schedule is for informational purposes only and is in no way binding upon Sawyer County.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's bid, become the property of Sawyer County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Sawyer County's determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

BID AND PRESENTATION COSTS

Sawyer County will not be liable in any way for any costs incurred by the offerors in the presentation of their bid in response to this Invitation to Bid nor for the presentation of their bid and/or participation in any discussions or negotiations.

COMPLIANCE WITH INVITATION TO BID

Proposals submitted must be in strict compliance with the Invitation to Bid (ITB). Failure to comply with all provisions on the ITB may result in disqualification. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the successful Bidder from necessity of furnishing any materials or equipment, or performing any work, that may be required to complete the work in accordance with the drawings and specifications. Neglect of the above requirements will not be accepted as reason for the delay in the work or additional compensation.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Invitation to Bid, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the bid.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

INDEMNIFICATION

The contractor to perform services for Sawyer County shall indemnify, hold harmless, and defend Sawyer County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person

or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Sawyer County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the contractor.

INSURANCE REQUIREMENTS

The Contractor further agrees that in order to protect itself and Sawyer County it will at all times during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with Sawyer County named as an added insured. Contractor shall furnish satisfactory proof of insurance to Sawyer County prior to the date of Contract Execution or commencing work for the County.

REQUEST FOR CLARIFICATION

All requests by Sawyer County for clarification of bids will be via email. Such requests shall not alter the offeror's pricing information contained in its bid.

PROOF OF COMPETENCY OF BIDDER

Any Bidder may be required to furnish evidence satisfactory to Sawyer County that the Bidder and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work bid to assure completion of the Contract in a satisfactory manner.

DEBARMENT

The Contractor certifies through signing their Bid that neither the Contractor nor any of its principals are debarred, suspended, proposed for debarment or declared ineligible by any federal department or agency. In addition, the Contractor shall notify Sawyer County within five business days in writing by registered mail if the Contractor or its principals receive a designation from the federal government that they are debarred, suspended, proposed for debarment, or declared ineligible by a federal agency.

MODIFICATION AND WITHDRAWAL

Bids may not be modified after submittal. Bidders may withdraw Bids at any time before the Bid opening but may not resubmit them. No Bid may be withdrawn or modified after the Bid opening except where the award of Contracts has been delayed for more than 60 days from the day of the Bid opening.

DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications will be described fully under the bidder's letterhead, signed, and attached to the Bid. In the absence of such statements, the bid will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.

SUBSTITUTIONS

When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalencies. Substitutions must be requested prior to the question cut-off date and time. Approved substitutions will be included in an Addendum. Sawyer County shall be the sole judge of equivalency.

DISQUALIFICATION

Sawyer County reserves the right to disqualify Bids, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Bidder.

QUANTITIES

Quantities shown within the Invitation to Bid are based upon estimated needs. Sawyer County reserves the right to increase or decrease quantities to meet actual needs or availability of funds.

AWARD

Award will not be made to any Bidder in default of a Contract with Sawyer County, or to any Bidder having as its agent or employee, any individual previously in default or guilty of misrepresentation.

NOTICE TO PROCEED

Written notice of award to successful Bidder shall be in the form of a letter from Sawyer County mailed or delivered to the address shown on the Bid and will be considered sufficient notice of acceptance of Bid, intent to award the Contract, and "Notice to Proceed" with the work.

COMPLETION DATE

Provide a start and finish date on the Bid Form in which your Company could complete this project if awarded as indicated.

CANCELLATION

Sawyer County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with

terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

APPLICABLE LAW

All contracts are governed under the laws of the State of Wisconsin and are made at Sawyer County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Sawyer County Circuit Court.

ASSIGNMENT

No right or duty in whole or in part by the contractor under any purchasing contract may be assigned or delegated without the written consent of Sawyer County.

GUARANTEED DELIVERY

Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials renders the contractor liable for all costs in excess of contract price if alternate procurement is necessary. Excess costs include administrative costs.

PATENTS

By accepting a contract or purchase order from Sawyer County, the vendor or contractor guarantees that the sale or use of the items or goods being provided will not infringe any United States patent, and covenants that it will at its own expense defend every suit which may be brought against Sawyer County, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such article or articles, and agrees that it will pay all costs, damages and profits recoverable in such suit. The party selling to Sawyer County guarantees that the items or goods being provided were manufactured in accordance with applicable federal labor laws.

QUALITY LEVEL

Unless otherwise indicated in the Invitation to Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by Sawyer County.

SAFETY REQUIREMENTS

Materials, equipment and supplies provided to the County must comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U. S. Occupational Safety and Health Standards, the contractor must furnish OSHA Form 20, "Material Safety and Data Sheet", for each item provided. Further, during the course of performing the service necessary to satisfy the requirements of any Invitation to Bid, the contractor is fully liable for public and private protection

while work is in progress or at any site exposed as a potential hazard. Contractor must provide warning devices and/or signs, which must be prominently installed and displayed, and be fully in compliance with safety regulations.

TAXES

Sawyer County is exempt from Federal Excise Tax and Wisconsin State Sales Tax. Bids should be submitted without such taxes.

OWNER PURCHASE – ACT 126

Gov. Scott Walker has signed into law Senate Bill (SB) 227 on Dec. 16, 2015, allowing contractors to purchase construction materials on behalf of certain tax-exempt clients without paying Wisconsin sales or use tax. The law applies to construction material contracts signed beginning Jan. 1, 2016. The new exemption applies to contracts with a Wisconsin county, city, village, municipality, school district, city or county hospital, and local sewer and water districts. It also covers real property construction jobs with religious, charitable, educational, and other nonprofit organizations that are themselves exempt under Wisconsin's statutes. The bill excludes highway, street, and road projects from the scope of the sales and use tax exemption.



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**INVITATION TO BID
OJIBWA EMS GARAGE & LIVING QUARTERS
FOR
SAWYER COUNTY
HAYWARD, WISCONSIN**

BID FORM 100 General Construction

**TO: County of Sawyer
Clerk
10610 Main Street, Suite 10
Hayward, WI 54843**

I (We) _____
(A Corporation) (A Partnership) (An Individual)

A Bona Fide Prime Bidder, have received the specifications prepared by Sawyer County for the above referenced project. I (We) have also received Addenda Nos. _____, and have included their provisions in this Bid.

I (We) have examined the Specification Documents noted above, and agree to enter into and execute a contract, if awarded, on the basis of this Bid.

Bid for a **SINGLE PRIME CONTRACT** for construction of a garage and living quarters for Sawyer County EMS.

Bid Package 100a: I (We) will perform all the work for the stipulated sum of:

_____ (Dollars) \$ _____

Bid Package 100b: I (We) will perform all the work for the stipulated sum of:

_____ (Dollars) \$ _____

Estimated Start Date: _____

Estimated Completion Date: _____

List any deviations or additional information to your bid on company letterhead.

Bid prepared by: _____
Signature

Print Name & Title

Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____



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**INVITATION TO BID
OJIBWA EMS GARAGE & LIVING QUARTERS
FOR
SAWYER COUNTY
HAYWARD, WISCONSIN**

BID FORM 200 Plumbing

**TO: County of Sawyer
Clerk
10610 Main Street, Suite 10
Hayward, WI 54843**

I (We) _____
(A Corporation) (A Partnership) (An Individual)

A Bona Fide Prime Bidder, have received the specifications prepared by Sawyer County for the above referenced project. I (We) have also received Addenda Nos. _____, and have included their provisions in this Bid.

I (We) have examined the Specification Documents noted above, and agree to enter into and execute a contract, if awarded, on the basis of this Bid.

Bid for a **SINGLE PRIME CONTRACT** for construction of a garage and living quarters for Sawyer County EMS.

Bid Package 200: I (We) will perform all the work for the stipulated sum of:

_____ (Dollars) \$ _____

Estimated Start Date: _____

Estimated Completion Date: _____

List any deviations or additional information to your bid on company letterhead.

Bid prepared by: _____

Signature

Print Name & Title

Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____



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**INVITATION TO BID
OJIBWA EMS GARAGE & LIVING QUARTERS
FOR
SAWYER COUNTY
HAYWARD, WISCONSIN**

BID FORM 300 HVAC

**TO: County of Sawyer
Clerk
10610 Main Street, Suite 10
Hayward, WI 54843**

I (We) _____
(A Corporation) (A Partnership) (An Individual)

A Bona Fide Prime Bidder, have received the specifications prepared by Sawyer County for the above referenced project. I (We) have also received Addenda Nos. _____, and have included their provisions in this Bid.

I (We) have examined the Specification Documents noted above, and agree to enter into and execute a contract, if awarded, on the basis of this Bid.

Bid for a **SINGLE PRIME CONTRACT** for construction of a garage and living quarters for Sawyer County EMS.

Bid Package 300a I (We) will perform all the work for the stipulated sum of:

_____ (Dollars) \$ _____

Bid Package 300b I (We) will perform all the work for the stipulated sum of:

_____ (Dollars) \$ _____

Bid Package 300c I (We) will perform all the work for the stipulated sum of:

_____ (Dollars) \$ _____

Estimated Start Date: _____

Estimated Completion Date: _____

List any deviations or additional information to your bid on company letterhead.

Bid prepared by: _____
Signature

Print Name & Title

Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____