

WAUPACA COUNTY

WISCONSIN

REQUEST FOR BID
CARPET REPLACEMENT AT THE WAUPACA COUNTY
SHERIFF'S OFFICE PROJECT#: RFB23-009-23

Due Date: June 9, 2023 2:00 pm CT

NOTE: Mandatory site visit on May 31st at 1:00 pm

Project Timeline

EVENT	DATE
RFB Published	May 12, 2023
RFB Public Notice Advertised	May 16, 2023 & May 23, 2023
RFB Due Date	June 9, 2023 at 2:00 PM CST
RFB Bid Opening	June 9, 2023 at 2:15 PM CST
Law Enforcement Committee Review & Recommendation	June 13, 2023 at 9:00 AM CST
County Board Approval to Contract	June 20, 2023 at 9:00 AM CST
Complete Contract Signing by	June 30, 2023

The project timeline is tentative and Waupaca County may alter the dates and times contained within as necessary to meet the objectives of this project.

1.0 Specifications

Requesting bids from qualified contractors to replace the carpeting in all the areas of the main floor within the Sheriff's Office of Waupaca County located at 1402 Royalton St, Waupaca WI.

Reference "Waupaca County Sheriff's Office" drawing for the area carpeting is to be replaced. The tile in the main lobby will remain.

Project shall be lump sum and include all materials and labor for the carpeting replacement. Project shall include, but not be limited to:

- Removal and offsite disposal of existing carpeting and base.
- Floor prep as needed for installation, to include removal and replacement of all furniture.
- The total highlighted area of carpet tile along with the associated vinyl base on the walls. (Exhibit A)
- If those requirements are not attainable, Waupaca County Sheriff's Office is open to suggestions of flooring type. The goal is to provide low maintenance, durable, hygienic floor type that is not prone to water saturation. Waupaca County Sheriff's Office reserves the right to exclude a suggested product if deemed unequal or not the type of solution requested.
- Attic stock of 10% for the main carpeting and 10% for the Base & Border Carpeting.
- Minimum five-year warranty, which includes materials and labor.

2.0 Site Visit

It will be the contractor's responsibility to measure the area. There will be one mandatory site visit on May 31, 2023 at 1:00 pm. interested contractors will meet in the lobby of Waupaca County Sheriff's Office.

3.0 Completion and Liquidated Damages

A PO will be issued for the work by June 7th. The awarded Contractor must achieve final completion no later than what is agreed upon.

4.0 Insurance Information

The selected Consultant is required to provide a certificate of insurance within three (3) business days of receiving the "Intent to Award" notice. Certificates are required to be valid and insurance must be maintained throughout the contract term. Certificates of Insurance are to be sent to:

Waupaca County
 Attn: County Clerk
 811 Harding St
 Waupaca, WI 54981

The Certificates of Insurance must include:

1. **Additional Insured:** Waupaca County
2. **Cancellation:** Include a provision prohibiting cancellation of said policies except upon a 30 days prior written notice to Waupaca County to include non-renewal or a material change in coverage.
3. **State of Wisconsin:** The policy shall be issued from a company licensed to sell insurance policies in the State of Wisconsin.
4. **Signatures:** Certificates must be signed by the insurer's authorized agent.

The following are the limits required for this project:

Comprehensive General Liability - \$1,000,000 per occurrence

- Products & Completed Operations
- Personal Injury & Advertising Liability
- Independent Contractors/Protective

Business Automobile Liability - \$1,000,000 per occurrence

- Bodily Injury
- Property Damage

Worker's Compensation Insurance and Employers Liability - \$100,000 each accident

- Employer Liability

The insurance requirements set forth for this project are minimum requirements to do business with Waupaca County. These insurance requirements shall not be construed to limit the liability of the selected Contractor.

1. Miscellaneous

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your bid.
2. **Laws:** All work should conform to all applicable industry, Federal, State, and Local laws, codes, ordinances, and OSHA requirements and standards.
3. **License:** All contractors, including subcontractors, performing work on this project are required to have a Contractor's License in the State of Wisconsin and must be current on the date the bid is submitted and throughout the project.
4. **Measurements:** All measurements and specifications provided in this packet and/or by Waupaca County are for reference only. Contractors and vendors are responsible for all measurements.

5. **Permits:** The selected Consultant shall be responsible for any and all necessary permits and underground utility locates necessary for this project.
6. **Project Manager:** The selected Contractor shall provide contact information for one individual designated as the Project Manager and that person shall serve as the single point of contact for Waupaca County.
7. **Rejection of Bids:** Waupaca County reserves the right to accept or reject any or all bids, to waive any technicality with any bid, and to request clarification on any bid.
8. **Site Protection/Cleanup:** The selected Consultant is responsible for the proper handling of materials and discard of debris to ensure a clean worksite. Contractor is responsible for restoring the site, premises, buildings, and landscaping to the condition prior to work commencing.
9. **Taxes:** Waupaca County and its departments are exempt from payment of all Federal, State, and Local taxes.

5.0 **References**

Include with your bid a minimum of three and maximum of five references of a similar project. Include company name, contact name and telephone number as well as a brief project description..

6.0 **Cleaning Up**

The contractor shall be responsible for keeping the immediate area around the project limits and entry doors clean and free of construction materials and debris. The contractor shall install temporary tarping as needed to keep all construction debris confined to the immediate project area.

7.0 **Final Clean Up**

The Contractor shall be responsible for final cleanup of all areas affected by this contract closeout. Final clean up shall include but not be limited to the following:

- All existing carpet and trim has been removed from the project site and properly recycled.
- All scraps, containers, and un-useable remnants have been properly recycled/disposed of.
- Provide two (2) unopened boxes each, for carpet tile.

8.0 **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.waupacacounty-wi.gov . 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.waupacacounty-wi.gov then Businesses then Bids / Proposals.

9.0 County Reservation

- a. The bid will become part of Waupaca County's files without any obligation on Waupaca County's part.
- b. The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Waupaca County for any purpose.
- c. Waupaca 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.
- d. Waupaca County reserves the right to request clarifications for any bid.

10.0 Closing Date

Sealed bids will be received until 2:00 pm CT on June 9, 2023.

Mail or deliver bids to –
 Waupaca County
 Attn: County Clerks - Sealed
 811 Harding St
 Waupaca, WI 54981

Neither fax nor email bids will be accepted. Bids will be publically read at 2:15 p.m. on June 9, 2023

10.0 Taxes

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

**WAUPACA COUNTY BID FORM
Carpet Replacement**

Bid Due: June 9, 2023 2:00 p.m. CT

Mail/Delivery Bids To:

Waupaca County
Attn: County Clerks - Sealed
811 Harding St
Waupaca, WI 54981

Lump Sum Project Cost \$ _____

**Provide the Following –
Completed Attachment
A References**

Firm Name: _____

Authorized Signature: _____

Print Name / Title: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____