

SECTION 00020 - INVITATION TO BID

1 PROJECT

Proposed Restroom Renovations for: New Holstein Elementary & High School
Elementary School: 2226 Park Avenue, New Holstein, WI 53061
High School: 1715 Plymouth Street, New Holstein, WI 53061

2 BIDS DUE

- a) **Thursday, March 30, 2023**, 1:00pm, CST
- b) Bids will be opened publicly and recorded at Excel Engineering, Inc. (100 Camelot Drive, Fond du Lac, WI 54935) on **Thursday, March 30, 2023** directly after the bid deadline.

3 OWNER AND ARCHITECT/ENGINEER

- a) Dan Nett, 920.898.5115 (dnett@nhsd.k12.wi.us) - Please do not contact the owner with questions.
- b) Excel Engineering, Inc., Alex Fiebig, 920.322.1662 (alex.fiebig@excelengineer.com)

4 BID FORM SCOPE

- a) The Contractor is advised to review the Bid Form 00310 prior to the bid deadline, to be aware of the scope of the information required for a complete bid.

5 INSTRUCTIONS

- a) Sealed bids, for the project stated above with the name of the Bidder on the outside of the envelope, will be received by Excel Engineering, Inc., before or at the exact time of and date of the bid deadline.
- b) Bids shall be prepared and submitted on the Bid Form, 00310, in accordance with Contract Documents prepared by Excel Engineering, Inc., 100 Camelot Drive, Fond du Lac, WI 54935 Phone 920-926-9800
- c) Faxed bids will be rejected. E-mailed bids will be rejected.
- d) Late bids will not be accepted and will remain unopened and returned to submitter.

6 PROJECT DOCUMENTS

- a) Bid documents may be obtained from the Office of Excel Engineering Inc, 100 Camelot Drive, Fond du Lac, WI 54935 Phone 920-926-9800 on or after February 21, 2023. Please provide (3) hours notification prior to picking up drawings.
- b) One set of drawings and project documents will be provided electronically to each General Contractor per requirements below.
- c) Documents may be picked up at Excel Engineering, Inc. or sent by Excel Engineering, Inc. to prospective bidders upon receipt of the following:
 1. A non-refundable fee of \$100 made payable to Excel Engineering, Inc. is required. AGC cards will not be accepted.
 2. If to be mailed out, a separate, non-refundable \$150 mailing and handling fee made out to Excel Engineering, Inc. Bid documents will be released when the fee is received.
 3. Subcontractors and Material Suppliers may receive bid .pdf documents electronically only from Excel Engineering. Requests for electronic plans are to be emailed to Kelly Koenigs kelly.koenigs@excelengineer.com. No phone call requests for plans.
- d) Plans will be available for review at the Office of Excel Engineering -100 Camelot Drive, Fond du Lac, WI and at the following Builders Exchange(s): Builders Exchange of Wisconsin, Bid + Builders Exchange and Northwest Regional Builders Exchange

7 PRE-BID WALK-THROUGH

- a) A pre-bid walk-through, mandatory for General Contractors, will be held at the project site on **Wednesday, March 8, 2023**, starting at 2:30pm. It will start at the Elementary School and finish at the High School This will be the only pre-bid walk-through.

8 START AND COMPLETION DATE

- a) Project is scheduled to start on June 5, 2023. Completion of the project or portion of the project agreed upon with the owner is to be on or before August 26, 2023.

9 CONTRACTS

- a) The Owner reserves the right to waive any formalities and to reject any and all bids deemed to be unsatisfactory or not in the Owner's best interest per AIA 201.

10 VOLUNTARY ALTERNATES PROVIDED BY CONTRACTOR WITH BID PROPOSAL

- a) The Contractor is notified that all Contractors are invited and encouraged to review the plans and specifications and offer any and all alternates to the items and systems specified and shown within the project documents that will result in a cost savings to the Owner. Any questions related to the suitability of voluntary alternates are to be directed to Excel Engineering, Inc.

11 GENERAL BIDDING INFORMATION

- a) The Owner is a tax-exempt municipality under WI Stats 77.54(9a)(b).
- b) Items with a value greater than \$1,000.00, shall be purchased tax-exempt. The General Contractor is to coordinate with the Owner. The Bidder shall include these items, at the tax-exempt value, in his/her bid. After bid award, the selected Contractor shall provide specific purchase-order verbiage to the Owner for the Owner to insert into the Direct Purchase Contracts. The Contractor shall retain responsibility for the coordination, handling and storage of all of all Direct Purchase items and shall manage Direct Purchase items as if purchased directly by the Contractor. Any and all materials required that are not Direct Owner Purchases shall be purchased by the Bidder.
- c) No bid shall be received unless accompanied by a certified check or bid bond equal to 5% percent of the bid, payable to the Owner, as a guarantee that if the bid is accepted, the successful bidder will execute and file the contract within 10 days after the award of the contract. In case the bidder fails to file such contract, the amount of the check or bid bond shall be forfeited to the Owner as liquidated damages per Wisc. Stats Sec. 59.52(29) and 66.0901.
- d) Written request for withdrawal of a bid or any portion of the bid is permitted anytime prior to the bid opening date and time.
- e) Bids must be submitted on the forms provided and manually signed to be considered.
- f) Bidder shall provide a certificate of insurance upon award as required per the Contract Documents. Proof of insurance is required when award is made.
- g) No reimbursement will be made by the Owner or Architect/Engineer for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- h) Any changes or clarifications that may occur to the Contract Documents as a result of questions asked will be made by written addendum to all bidders who have received a copy of this bid request.
- i) Technical questions on the specifications of the project are to be directed to Alex Fiebig of Excel Engineering, Inc., phone 920-926-9800 or direct 920-322-1662 (alex.fiebig@excelengineer.com).
- j) All bids shall be binding for sixty (60) calendar days following the bid opening date unless the bidder(s), upon the request of the Owner, agree to an extension.
- k) All blanks on the bid form shall be filled in by typewriter print or manually in ink. If the completed blanks are illegible, the bid will be rejected.
- l) Performance bond requirement: 100% of the contract amount shall be provided by the successful bidder to the Owner within ten (10) days after award of contract. Failure to do so can make the contract voidable at the Owner's discretion and where the bid is covered by a certified check or bond such security shall become the property of the Owner as liquidated damages. Performance bonds must be approved by the Owner prior to commencement of any work.
- m) Liquidated damages: Subject to the provisions of the General Conditions allowing for extension of time allowed for completion of the Work, if the Work is not substantially completed by the specified date, the Contractor shall owe to the Owner, not as a penalty but as liquidated damages, the sum of amount (\$750) per day for each and every calendar day for delay in substantial completion of the Work beyond date. Likewise, if the Work is not finally completed by the specified dates, the Contractor shall owe to the Owner, not as a penalty but as liquidated damages, the sum of amount (\$500) dollars per day for each and every calendar day of delay in final completion of the Work. The Owner will not pay any bonus for delivering the project before the final completion date.