



# OCONTO COUNTY COURTHOUSE

## BUILDING "A" ANNEX ROOF REPLACEMENT PROJECT

### REQUEST FOR BIDS

County of Oconto, WI  
April 3, 2019

## GENERAL INFORMATION

### PURPOSE

The intent of this Request for Bids (RFB) is to contract with a qualified firm to replace the roof on Building "A" Annex at the Oconto County Courthouse complex.

### ISSUING OFFICE PROJECT ADMINISTRATOR

This RFB is issued by the Oconto County Public Property Committee, through its Maintenance Engineer who is the project administrator for this RFB. All questions regarding this RFB shall be made through the Maintenance Engineer at the following address:

Kevin Noack, Maintenance Engineer  
Oconto County  
301 Washington St  
Oconto WI 54153-1699  
(920) 834-6809

Oconto County is not liable for any costs incurred by any firm submitting a Bid.

### BID RECEIPT

To be considered, each firm must submit a response to this RFB and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The Bid must be signed in ink by an official authorized to bind the firm.

Copies of the bids must be received at the following address:

Kim Pytleski, County Clerk  
Office of the County Clerk  
301 Washington St.  
Oconto, WI 54153

Bids must be marked as Building "A" Annex Roofing Replacement Project and must be received **prior to 4:00 p.m. CST, Friday, May 3, 2019.** The vendor is responsible for the timely receipt of their bid by the project administrator. Late or faxed bids will not be considered.

The Public Property Committee will consider the bids at their meeting on May 8<sup>th</sup> meeting, meeting starts at 9:00 a.m. in Room 2119 in the Courthouse. It is anticipated that the County Board will act on this matter at their May 23<sup>rd</sup> 2019 meeting.

### MANDATORY WALK THROUGH

Firms who submit bids will be required to attend a mandatory meeting at the Courthouse complex. This will provide an opportunity for the firm(s) to view the site and to clarify the project through mutual understanding. This **mandatory** meeting will be held **Thursday April 25<sup>th</sup>** at 10:00 a.m. in Room 1004.

### ACCEPTANCE OF BID CONTENT

The contents of this RFB, its attachments, the Bid and any mutual understandings resulting from oral presentations will become contractual obligations if a contract ensues. Failure of the successful firm to accept these obligations may result in cancellation of a proposed contract. The Oconto County Public Property Committee further reserves the right to interview the key personnel assigned by the successful firm to this project. **Oconto County reserves the right to reject any and all Bids.**

## **NONDISCRIMINATORY PRACTICES**

The issuing office, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 D.S.C. 2000d-4, hereby notifies all bids that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

## **LIABILITY**

The Oconto County Public Property Committee assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of Oconto County is limited to the terms and conditions of any contract resulting from this RFB.

## **INDEMNIFICATION**

The firm shall indemnify and hold harmless Oconto County and its agents and employees from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, material and equipment required to produce the service required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the firm, any sub firm, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The firm assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the firm and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

## **GENERAL BID REQUIREMENTS**

The Bids shall include the following:

1. Firms name, contact person and phone number.
2. List of all sub-contractors planned to be used in the project.
3. Cost of services.
4. Number of hours and timeline that you project will be necessary to perform the described duties.
5. References, especially government organizations, preferably counties in Wisconsin.
6. Description of your firm, personnel and services provided.
7. Reasons why you believe your firm should provide these goods and services.
8. Copies of all applicable licenses and insurance certificate (work comp.)
9. Any other pertinent information.

All information in the bid is subject to disclosure.

## **SELECTION CRITERIA**

Lowest responsible bid will be selected.

## **NEED OR SERVICES**

Existing roof is over 40 years old and in need of replacement. Pictures of the existing roof area available from the County.

## SERVICES REQUIRED

1. Replace all ballasted roofing on Building "A" Annex.
2. Remove existing wall flashing and reuse if possible.
3. Remove existing ballast (stone) and roofing and dispose of appropriately.
4. Replace any wet or damaged insulation.
5. Install underlayment for adhering new roof membrane, underlayment to be fastened to deck.
6. Install minimum 60 mil or greater EPDM totally adhered roof material.
7. Any new flashing must be to manufacturer's specifications.
8. Install new metal edges at existing locations.
9. Minimum 10 year manufactures warranty.
10. Start date must be on or after July 1, 2019. Please note in the bid your anticipated start date and end date.

## GENERAL CONDITIONS

1. Contract will include a deadline for project completion with a penalty clause if not meeting that deadline. This will be negotiated with the vendor selected.
2. Firm shall not assign any part of the agreement to another party without written consent of Oconto County.
3. Insurance required during entire length of agreement is as follows:
  - a. Workers Compensation coverage per statutory requirements.
  - b. Liability coverage as follows:

	Bodily Injury	Property Damage
a.	\$1 million per person	\$1 million each accident
b.	\$1 million each accident	\$1 million aggregate
c.	\$1 million each aggregate	
4. Copies of the Insurance Certificate shall be sent to the County.
5. The firm shall comply with any and all rules and regulations established by the owner regarding security, building use, safety and conduct of the firms employees on the owners premises. This includes compliance with all state and federal safety regulations.
6. The firm shall promptly remove any of its employees who, in the judgement of the owner, either has performed his duties unsatisfactory or has violated the agreement.
7. The agreement shall only be for the timeframe of the project.