



**OCONTO COUNTY
HIGHWAY COMMISSION**
P.O. BOX 138, 202 VAN DYKE
OCONTO, WI 54153
(920) 834-6886
Fax: (920) 834-6887

PROPOSAL MANUAL FOR

**HOT MIX ASPHALT MATERIAL
2021**

PREPARED BY:
Oconto County Highway Commission
202 Van Dyke Street
Oconto, WI 54153
920-834-6886

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ADVERTISEMENT FOR BIDS

2021 Hot Mix Asphalt Material

BID DEADLINE: March 29th, 2021 at 11:00 a.m.; Local Time

Sealed bid proposals for finishing Hot Mix Asphalt Material will be received by the Oconto County Highway Department, 202 Van Dyke Street, PO Box 138, Oconto, WI 54153 until the bid deadline. Bids will be publicly opened and read aloud on March 29th, 2021 at 12:30 p.m. at the Oconto County Highway Department located at 202 Van Dyke Street, Oconto, WI 54153.

The work consists of furnishing approximately 3,000 tons Hot Mix Asphalt. Materials purchased are intended to be used on multiple projects funded by Oconto County and/or the **Wisconsin Local Road Improvement Program (LRIP)**:

Limits and estimated tonnage of any projects listed may change depending on scope and unit prices received. Projects may be added or deleted pending budget and scheduling. Materials may also be used on miscellaneous projects and maintenance programs throughout the County.

Bidders shall be experienced in this type of work and be listed on the current Wisconsin Department of Transportation Prequalified Contractor list or be prequalified with the Oconto County Highway Department no later than 5 days prior to the bid opening. Prequalification forms are available in the bid documents.

Oconto County encourages bids from bidders with permanent or portable plants set up within economical trucking distance from the planned projects. Bidders may bid on all or a portion of the projects or quantities listed. Total tonnage awarded may be split between suppliers and awards will be based on individual project needs, plant location, availability of plant, and unit bid price. The Oconto County Highway Department reserves the right to reject any or all bids or to waive any irregularities in any bid, and to accept any bid or parts of various bids, which will best serve the interest of Oconto County.

Bidding documents may be downloaded in PDF electronic format for no fee from the Oconto County website or may be obtained for no fee from the Oconto County Highway Department, 202 Van Dyke Street, PO Box 138, Oconto, WI 54153.

Questions regarding this proposal should be directed to Brandon Hytinen, Highway Commissioner, at 920-834-6896.

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 March 17th, 2021

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INSTRUCTIONS TO BIDDERS

INTRODUCTION

The Oconto County Highway Department requests bid proposals for furnishing the following estimated quantities as listed for the following project and maintenance programs. Materials purchased that will be installed by the Oconto County Highway Department will be used on the following projects funded by Oconto County and/or **Wisconsin Local Road Improvement Program (LRIP) CHI asphalt purchase:**

| <u>Project</u> | Size 3 19.0 mm <u>(tons)</u> | Size 4 12.5 mm <u>(tons)</u> | Size 5 9.5 mm <u>(tons)</u> |
|-------------------|------------------------------------|------------------------------------|-----------------------------------|
| Multiple Projects | | 3000 | |

Materials may also be used on other miscellaneous projects and maintenance programs throughout Oconto County.

Quantities listed are approximate only and they may be increased or decreased as may be needed to complete projects and maintenance. The list of projects may change, be added to or subtracted from, depending on bid prices, budgets, or other reasons.

QUALIFICATION OF BIDDERS

Hot Mix Asphalt supplier shall provide plant(s) meeting the requirements of the State of Wisconsin, Department of Transportation, Standard Specifications for Highway and Structure Construction most current edition and the Special Provisions in this proposal manual.

If not on the current Wisconsin Department of Transportation's Prequalified Contractor's List, in accordance with the requirements of the Wisconsin Statutes and the rules adopted by the Oconto County Highway Department, to demonstrate bidder's qualifications to perform the work, bidder shall submit the Statement of Qualifications of Bidders not less than 5 days prior to the time set for opening bids.

PREPARATION OF BID

The bid form is included with the bidding documents. A separate bid form shall be copied and filled out for each plant location being bid. All blanks on the bid form shall be completed in ink and the bid form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the bid form. A bid price shall be indicated for each unit price item listed therein. Bidders may bid on all or a portion of the projects or quantities listed. If not bidding an item, mark the unit price as "N/A". Postal and email addresses and telephone number for communications regarding the bid shall be shown.

BASIS OF BID; COMPARISON OF BIDS

Bidders shall submit a bid on a unit price basis for each item listed in the bid schedule. If awarded a contract, prices bid shall remain in effect throughout the current construction season.

Oconto County trucking costs will be factored into the decision on regarding which plant will be utilized and awarded. Awards will be based on location of individual projects, plant location, availability of plant, and unit bid price. Total tonnage awarded may be split between suppliers and awards may be issued to plants under different ownership.

SUBMITTAL OF BID

A bid shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement and shall be enclosed in a package plainly marked with "BID FOR HOT MIX ASPHALT MATERIALS" and the name and address of bidder, and shall be accompanied by the insurance certificate.

If a bid is sent by mail or other delivery system, the sealed envelope containing the bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED FOR HOT MIX ASPHALT MATERIALS." A mailed bid shall be addressed to County Highway Commissioner, Oconto County Highway Department, 202 Van Dyke Street, PO Box 138, Oconto, WI 54153. Facsimile bids will not be accepted.

MODIFICATION AND WITHDRAWAL OF BID

A bid may be modified or withdrawn by an appropriate document duly executed in the same manner that a bid must be executed and delivered to the place where bids are to be submitted prior to the date and time for the opening of bids. Corrections of errors in bids are governed by Section 66.0901(5), Wisconsin Statutes.

OPENING OF BIDS

Bids will be opened at the time and place indicated in the advertisement for bids, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the bids will be made available to bidders after the opening of bids.

EVALUATION OF BIDS AND AWARD OF CONTRACT

Oconto County Highway Department reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. Oconto County further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Oconto County may also reject the bid of any bidder if Oconto County believes that it would not be in the best interest of Oconto County to make an award to that bidder. Oconto County also reserves the right to waive all informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful bidder.

BID AND CONTRACT SECURITY

Bid bonds and performance bonds are not required.

INSURANCE REQUIREMENTS

Certificate of insurance indicating that required levels of insurance coverages are enforced at the time the proposal is submitted should be included as part of this proposal. Requirements are listed in the Special Provisions.

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HOT MIX ASPHALT MATERIAL BID FORM
Complete a separate form for each plant location

Plant Location: _____

Plant Availability:

_____ Entire 2021 construction season
_____ Dates to be negotiated between Oconto County and supplier for the 2021 construction season
_____ Dates as listed here: _____

| Materials | Unit | HMA Unit Price |
|-------------------------|-------------|-----------------------|
| 3 LT 58-28 S, FOB Plant | Ton | |
| 4 LT 58-28 S, FOB Plant | Ton | |
| 5 LT 58-28 S, FOB Plant | Ton | |
| 4 LT 58-34 S, FOB Plant | Ton | |

In signing this bid, the undersigned also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agree with all terms, conditions, and specifications required by Oconto County in this request for bid proposal, and declares that the attached bid and pricing are in conformity therewith. The undersigned certify that we have examined the instructions to bidders, bid documents, and specifications.

SUBMITTED on _____, 2021.

This bid is submitted by: Company Name: _____

By: _____
(Signature) (Title)

Name (typed or printed): _____

Bidder's Business Address: _____

Phone No. _____ Fax No. _____

Email: _____

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STATEMENT OF QUALIFICATIONS

Bidder's prequalification forms shall be filed with the Oconto County Highway Commissioner no later than **5 days prior** to the opening of bids for which the bidder wishes to qualify.

In accordance with the requirements of the Wisconsin Statutes and the rules adopted by the Oconto County Highway Department, pursuant thereto, for qualification of Bidders to bid upon public work for which bids are advertised in the Oconto County Reporter and the County website, (I) (we) hereby submit the following information:

Bidder's Name: _____

Address: _____

Zip Code: _____ Phone No.: _____

Email Address: _____

1. Are you a: Corporation ____ Partnership ____ Sole Trader ____
2. If incorporated, list date and where incorporated: _____
3. Years engaged in contracting business under present firm name: _____
4. What is the general character of work performed by your firm? _____

5. What was the average number of personnel in your organization during the last 12 months? Office _____ Skilled _____ Unskilled _____
6. What is your bond limitation? _____
7. What bonding company usually furnishes your bond? _____
8. Have you ever been denied a bond? No ____ Yes ____ If yes, please explain: _____

9. Have you ever defaulted on a contract? No ____ Yes ____ If yes, please explain: _____

10. Have you ever failed to complete any work awarded to you? No ____ Yes ____
If yes, please explain: _____
11. Equipment. Attach a list of equipment which is available to be assigned to the project in the event the contract is awarded to this Bidder.
12. Experience. Attach a list of your experience, including kind of work and approximate cost, during the past five years for projects similar to that covered by the bid.

13. Contracts on hand. Attach a list of present contracts including a schedule as to estimated completion date and gross amount of each contract.
14. Summary balance sheet. Attach a summary balance sheet showing the assets and liabilities of at a date not longer that ninety (90) days before the date of the bid.
15. Attach any additional information that you feel is pertinent.

Dated at _____, Wisconsin, this _____ day of _____, 20____.

 (Print/type name and title)

Countersigned by:

 (Print/type name and title)

STATE OF WISCONSIN, _____ COUNTY
 _____, being first duly sworn on oath, deposes and says: S/HE is the individual who signed the attached Statement of Qualifications and attached documents contained, and has been duly authorized by his/her partner(s) to verify the attached Statement of Qualifications.

_____ and _____
 _____ and _____
 respectively, of _____
 (corporation), and have been duly authorized to execute the attached State of Qualifications and attached documents contained.

That (s/he has) (they have) read the above and foregoing statement, know the contents thereof and that the same are true to (his/her) (their) own knowledge.

Subscribed and sworn to before me this
 _____ day of _____, 20____.

_____ Notary Public
 My Commission Expires: _____

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SPECIAL PROVISIONS

1. General

Perform the work under this contract for the furnishing of Hot Mix Asphalt for Oconto County, Wisconsin. Execute the work as specified in the State of Wisconsin, Department of Transportation, Standard Specifications for Highway and Structure Construction most recent Edition and these Special Provisions. References to the Department or State in the Standard Specifications shall, in most instances, mean the Owner, being Oconto County. The term "Engineer" shall mean the authorized representative of the Oconto County Highway Department. The term "Contractor" shall mean the Material Supplier.

2. Scope of Work

Work under this contract consists of furnishing materials to Oconto County Highway Department and all incidental items necessary to complete the work as included in the proposal and contract or as directed by Oconto County.

3. Prosecution and Progress

Oconto County Highway Department will pick up Hot Mix Asphalt material for projects and maintenance in the current construction season, generally May 1 to October 30; however reserves the right to receive material outside those dates pending good weather and plant availability.

Supplier must be capable of providing 200 tons of material per hour. Trucks receiving materials under this contract shall have first preference in loading at the plant.

4. Insurance Requirements

Certificate of insurance indicating that required levels of insurance coverages are enforced at the time the proposal is submitted should be included as part of this proposal.

A. Workers Compensation Insurance consisting of statutory compensation benefits and \$100,000 of employer's liability.

B. Comprehensive or Commercial General Liability Insurance with limits of not less than \$1,000,000 combined single limit per occurrence and aggregate. This coverage shall include contractual liability coverage.

C. Comprehensive Owned and Non-owned Automobile Liability Insurance with the limits of \$1,000,000 combined single limit per occurrence and aggregate.

D. Professional Liability Insurance coverage with an annual occurrence and aggregate limit of not less than \$1,000,000.

5. Mix Design

Submit mix designs to the Engineer per the Standard Specifications at least 2 weeks prior to construction for approval.

6. Asphaltic Material

Furnish Asphaltic Material PG58-28 or as directed by Oconto County per the attached schedule of prices. Furnishing Asphaltic Material shall be incidental to Hot Mix Asphalt material.

7. Quality Control / Quality Verification

Contractor to provide a quality management program per section 460.2.8 of the latest Wisconsin Standard Specifications for Highway and Structure Construction, except as modified below:

The contractor may conduct QC tests in an off-site laboratory.

By 9:00 a.m. the day prior, Oconto County will notify the supplier of the anticipated quantity to be purchased the following day. The frequency of sampling will then be determined based on section 460.2.8.2.3.1 (5), except that any daily production of less than 300 ton of any one mix type shall not require quality control testing.

At the completion of the project, all contractor quality control documentation will be provided within 15 days upon request by Oconto County.

Oconto County may hire an independent testing lab to conduct Quality Verification (QV) tests to determine the quality of the final project and measure characteristics that predict relative performance. The Engineer will direct the QV testing lab to randomly test each design mixture at a rate the Engineer determines.

8. Release Agent

Supplier shall provide release agent and an application system that is readily accessible at each plant location. Providing release agent shall be incidental to Hot Mix Asphalt material.

9. Method of Payment

Payment for:

- 2 LT 58-28 S, FOB Plant,
- 3 LT 58-28 S, FOB Plant,
- 4 LT 58-28 S, FOB Plant,
- 4 LT 58-34 S, FOB Plant,
- 5 LT 58-34 S, FOB Plant,

is full compensation for providing HMA mixture designs; for furnishing mixture; for furnishing release agent, for QMP testing and aggregate source testing; and for all materials including asphaltic materials.