



# Land Conservation Department

505 Broadway, Baraboo WI 53913 (608) 355-3245

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## **BID GUIDELINES**

*These guidelines are designed to minimize construction and certification problems and to ensure properly constructed soil conservation and water quality projects at least cost.*

- A. If time permits, the Land Conservation Department (LCD) will set up a site showing for the project. Plans and bid forms may be available at the LCD office upon request.
- B. Contractors must submit bids to the Land Conservation Department, 505 Broadway, Baraboo, Wisconsin 53913, before the listed date and time. After the deadline, a letter listing the contractors and their bids will be sent to the landowner and to the contractors that bid.
- C. Where the landowner is a bidder and the only bid received, the job will be performed at average unit costs established by the LCD.
- D. If no bids are received by the bid deadline, the landowner may proceed with the project, but cost sharing will be based on the LCD's cost estimate only. The landowner is responsible for any additional costs of materials and labor over the LCD average unit costs.
- E. Cost-sharing will be based on the low bid. Landowners may select any bidder that is within 115 percent of the average cost, but cost-sharing will be based only on the lowest bid. Only contractors who have submitted an eligible bid are eligible for consideration. Within five days after the landowner receives the list of bids, they must notify the bidding contractors and the LCD of their accepted bid choice.
- F. If all bids are greater than 115 percent of the average cost, the Land Conservation Department will review all bids and reevaluate the site.
- G. If the low bid is not chosen, the landowner must pay 100 percent of the difference between the low bid and the chosen bid and provide proof of payment for the difference.
- H. The low bid will be the official cost when the project is certified for payment. Changes will result in the adjustment of the bid price according to the unit price of the low bid. Authorized changes not covered in the low bid prices will be cost shared at a rate as agreed on by the landowner, the contractor and a LCD representative. These changes will not be cost shared without a signed *Change Order*. Unauthorized changes will not be cost-shared.
- I. If a project does not meet the project completion deadline as stated in the Bid Notice, the landowner shall have the right to choose another valid bid for the project. The next valid bid will then become the new low bid. Payment on any work performed under the original low bid will be based on the original low bid unit prices.
- J. Seeding, fertilizing, mulching, and fencing if required as part of the plan will be completed before the project can be certified for payment.

- K. Proof of payment for the landowner's share of the cost of the project shall be supplied to the Land Conservation Department before cost-share checks will be released.
- L. Plans for manure storage units must receive the approval of the County engineer. County permits must be issued before construction of animal manure storage systems begin.
- M. Notification, location and protection of public utilities (underground wiring or pipelines) shall be the responsibility of the landowner before construction begins.
- N. Landowner's costs *can* be paid before construction begins.
- O. Landowners are required to follow the *Operation and Maintenance Agreement* for the project(s) installed.
- P. A pre-construction meeting is required to ensure mutual understanding of the practice(s) to be installed, construction schedule and procedures.
- Q. Landowners shall not charge for fill or sand/gravel base obtained from their property for their project. Bids will be submitted assuming fill and sand are on the site. Landowners shall provide areas to obtain above materials if available.
- R. Landowners are encouraged to obtain lien waivers.
- S. Cattle traffic must be planned for during construction.
- T. Fencing above any designed barnyard filter wall is noncost-shared. Certain portions of paved barnyard lots may be noncost-shared, Cost-shared areas would include areas 14' adjacent to new retaining walls, the proposed sediment basin area, and any existing concrete removed to make the system function will be cost-shared on the replaced area as well.

***I have read, understand and agree to these guidelines:***

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Landowner Signature

Date