

REQUEST FOR BID

SAUK COUNTY CONSERVATION, PLANNING, AND ZONING DEPARTMENT

DEMOLITION/REMOVAL AND RECYCLING SERVICES at the COUNTY FARM

Friday, October 6, 2017

- I. Point of contact: Lisa Wilson, Director
Conservation, Planning & Zoning Department
Sauk County West Square Building
505 Broadway
Baraboo, WI 53913
608-355-4835
- II. Bid Due Date: Two sealed copies of the Bid must be received and date stamped not later than 4:00 p.m., Central Standard Time, Friday, October 27, 2017. Proposals or amendments received by Sauk County after that time will not be considered. Public Opening of bids will be conducted by the Sauk County Conservation, Planning, and Zoning Department, Monday, October 30th 9:00 a.m. at the Sauk County West Square Building, 505 Broadway, Suite 248, Baraboo, Wisconsin 53913.
- III. Bid Meeting: An optional bid meeting will be held at the County Farm located at S4555 County Rd CH, Reedsburg, WI on Wednesday, October 18th, 2017 at 9:00 a.m. to review the site and address questions regarding the bid documents. All those interested in bidding are invited to attend.
- IV. **ALL PROPOSALS MUST BE ADDRESSED TO:**
- Sauk County Conservation, Planning & Zoning
Attn: Gina Templin-Steward
Sauk County West Square Building
505 Broadway, Suite 248
Baraboo, Wisconsin 53913**

The words "**DEMOLITION, REMOVAL AND RECYCLING SERVICES – COUNTY FARM**" must be marked on the opaque, sealed envelope.

PART ONE

INTRODUCTION AND GENERAL INFORMATION

1. INTRODUCTION

1.1 This document constitutes a request for competitive, sealed bids from qualified individuals, corporations, or companies to provide demolition, hauling and recycling services of structures/materials located at the Sauk County Farm (S4555 County Rd CH, Reedsburg, WI) as well as regrading and seeding of disturbed areas. Other services that would be beneficial to the Conservation, Planning and Zoning Department that the Department would look favorably upon include; site analysis, environmental impacts, and knowledge of clean fill standards.

2. ORGANIZATION

2.1 This document, referred to as a Request for Bid (RFB), has been divided into the following parts for the convenience of the purchaser:

- 2.1.1 Part One - Introduction and General Information
- 2.1.2 Part Two - Specifications
- 2.1.3 Part Three - Bid Submission Information
- 2.1.4 Part Four - Exhibits / Pricing Page

3. DEFINITIONS

3.1 For the purpose of this RFB the bidder will be referred to as “Bidder,” and Sauk County and the Sauk County Conservation, Planning, and Zoning Department will be referred to as “County.”

4. BACKGROUND INFORMATION

4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 13 villages, and 2 cities. The County has an estimated population of 63,000. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a highway department, a parks department, a tax administration and collection office, and other government related functions.

PART TWO

SPECIFICATIONS

- 1.0 DOCUMENTATION OF DEMOLITION, REMOVAL AND RECYCLING SERVICE OPTIONS: Vendors are required to identify each step in the demolition, removal, and recycling process used as well as grading/seeding of disturbed areas, with a specific price quoted for each. Also, provide an itemized list for hauling and recycling options for any materials removed from the property. Please provide brief statements; which identify the reason(s) Sauk County should consider the proposed recycling options over other available options for consideration.
 - 1.1 The Conservation, Planning & Zoning Department is interested in contracting with an individual or company to provide demolition, removal, and recycling of materials associated with several damaged structures located at the County Farm. This also includes removing materials from the property and recycling or reusing as much of the materials as possible.
 - 1.2 The Conservation, Planning, & Zoning Department is also interested in contracting with an individual or company to re-grade and seed with a pollinator seed mix disturbed areas.
- 2.0 SPECIFICATIONS:
 - 2.1 Demolition of a wooden barn structure and a metal machine shed (provide a description of equipment, time, and materials to be used)
 - Removal of existing rubble, scrap piles, and concrete pad area
 - Recycling efforts of barn materials
 - Recycling efforts of shed materials
 - Hauling of materials to clean fill (location of clean fill, distance, trucking, tipping fees, any other costs associated)
 - Landfill fees
 - Final grading work
 - Mulch and seeding of disturbed areas meeting USDA-NRCS Conservation Cover 327 practice standard following the provided job sheet and seed mix list.
 - 2.2 Timeline. The county will expect to have demolition and removal of items noted no later than December 31, 2017. Final site grading, seed and mulching should be

completed no later than June 1, 2018. While a dormant seeding is preferred beginning late fall to freeze up; a spring seeding would be acceptable.

PART THREE

BID SUBMISSION INFORMATION

1. BIDDER'S REPRESENTATION

1.1 The Bidder by making a Bid represents that he or she has read and understands the Request for Bid and the Bid is made in accordance therewith.

2. INTERPRETATION OR CORRECTION OF BID DOCUMENTS

2.1 Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request, which shall reach the Point of Contact at least seven days prior to the date for receipt of Bids.

2.2 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding and Bidders shall not rely upon them.

2.3 Failure to request clarification or interpretation of Contract Documents will not relieve Purchaser of responsibility. Signing of Bid will be considered as implication that Purchaser has thorough comprehension of full intent of scope of requirements and documents.

2.4 The County will not be responsible for oral instructions. Only a written interpretation or correction by Addendum shall be binding. No Bidder shall rely upon any interpretation or correction given by any other method.

3. ADDENDA

3.1 Addenda will be mailed or delivered to all bidders who are known by the County to have received Request for Bid documents.

3.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

3.3 Each Bidder shall acknowledge receipt of all Addendums issued on Bid Form, or Bid may be rejected.

4. SUBMISSION OF BIDS

- 4.1 One original bid and one (1) copy shall be sealed in an opaque envelope. The envelope shall be addressed to the address specified for receiving Bids and shall be identified with the words “**DEMOLITION, REMOVAL, AND RECYCLING SERVICES – COUNTY FARM**” written plainly on the front of the envelope. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate envelope with the notation "Sealed Bid Enclosed" on the face thereof. The Bidder shall not submit a bid by fax machine because only sealed bids are acceptable in response to this RFB.
- 4.2 Bids are due in the Conservation, Planning, and Zoning office prior to the time and date stated on first page. Bids received after the time and date for receipt of Bids will be returned unopened.
- 4.3 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- 4.4 Oral, telephonic, facsimile, or telegraphic Bids are invalid and will not receive consideration.
- 4.5 Any form containing a signature line must be manually signed and returned as part of the bid.
- 4.6 All blanks on the Bid form shall be filled in by typewriter or manually in ink. If the items to be filled in are unintelligible, the Bid shall be rejected. The Bidder shall make no additional stipulations on the Bid form nor qualify the Bid in any other manner.
- 4.7 Where so indicated by the makeup of the Bid form, the sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.
- 4.8 Interlineation, alterations, and erasures must be initialed by the signer of the Bid.
- 4.9 The Bid shall include the legal name and address of the Bidder. A Bidder may be a sole proprietor, partnership, corporation, or other legal entity. Each Bid shall be signed by a person or persons legally authorized to bind the Bidder to a contract.

5. MODIFICATION OR WITHDRAWAL OF BID

- 5.1 Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the County at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder or by facsimile; if by facsimile, written confirmation over the signature of the Bidder shall be mailed and postmarked on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.

- 5.2 After the time bids are due, a Bidder shall not be allowed to correct a bid.
- 5.3 Upon authorization of the appropriate legislative oversight authority, Contract shall be effective upon execution by the Purchaser and the County.
- 5.4 Bids shall be effective and open for acceptance for a period of 30 days after date and time set for receipt of bids.

6. CONSIDERATION OF BIDS

- 6.1 The properly identified Bids received on time will be opened publicly and will be read aloud.
- 6.2 The County shall have the right to reject any or all Bids, or to waive informalities or irregularities in Bids received and to accept the Bid which, in the County's judgment, is in the County's best interests. The County shall have the right to reject a Bid not accompanied by other required data.
- 6.3 It is intended that award of Contract will be made to the lowest Bidder who is responsible, and responsive.
- 6.4 Preference will be given to those bidders showing the reuse or recycling of materials removed from the County Farm.

PART FOUR

EXHIBITS/PRICING PAGE

- 1.0 The Vendor shall as part of this purchase contract, agree that Sauk County shall not be subject to any price increases, from the time the contract is accepted by Sauk County and during the term of the contract. Sauk County shall be able to acquire the equipment and services at the new price in the event of price reductions during this same period.
- 2.0 The equipment and services listed below will be provided to the County at the prices stated as follows:

	Option #1	Option #2	Option #3
Demolition			
Removal			
Hauling			
Recycling/Reuse Options			
Landfill Fees/Tonage			
Grade/Seed/Mulch			
Total Price			

3.0 The vendor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of Sauk County, a binding contract, as defined herein, shall exist between the vendor and Sauk County.

AUTHORIZED SIGNATURE

Date

PRINTED NAME

Title

VENDOR

Lisa Wilson, AICP
Director

Date

Sauk County Conservation, Planning & Zoning Department

NOTICE OF AWARD (This section for Sauk County use only)
This proposal is accepted by Sauk County as follows: