



Land Resources & Environment Department
505 Broadway, Baraboo, Wisconsin 53913
(608) 355-3245 www.co.sauk.wi.us

BID GUIDELINES

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

- A. If time permits, the Land Resources and Environment Department (LRE) will set up a site showing for the project. If time does not permit, contractors will be notified that plans are available from the landowner or LRE. The landowner may solicit bids for the project on their own, but bids must be turned into LRE before the bid deadline. Plans and bid forms will be available at the LRE office upon request.
- B. Contractors must submit bids to the LRE 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 who bid.
- C. Where the landowner is a bidder and the only bid received, the job will be performed at average unit costs established by LRE.
- 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 LRE cost estimate only. The landowner is responsible for any additional costs of materials and labor over the LRE average unit costs.
- E. Cost-sharing will be based on the low bid. Landowners may select any contractor whose bid is within 115 percent of the cost estimate, but cost-sharing will be based on the lowest bid. Only contractors who have submitted an eligible bid will be considered. Within five days after the landowner receives the list of bids, the landowner must notify the bidding contractors and the LRE of the accepted bid choice.
- F. If all bids are greater than 115 percent of the average cost, the LRE Department will review all bids and re-evaluate the site, or the landowner may proceed with the project selecting one of the bidders for the project. If the landowner chooses the second option, LRE will cost-share based on the LRE cost estimate only.
- G. If the low bid is not chosen, the landowner must pay to the selected contractor 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 in the project will result in the adjustment of the bid price according to the unit price from 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 LRE. 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 may 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 LRE 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 share of costs *can* be paid before construction begins. This amount may not be accurate if the project has any changes during construction.
- 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-listed 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 not cost-shared. Certain portions of paved barnyard lots may not be cost-shared. Cost-shared areas would include areas 14' adjacent to new retaining walls and the proposed sediment basin area. Any existing concrete removed and replaced to make the system function will be cost-shared as well.

I have read, understand and agree to these guidelines:

Landowner Signature

Date