

REQUEST FOR BID

Sauk County Parks

Zero Turn Mower

Tuesday, February 7, 2017

- I. Point of Contact: Matt Stieve, Sauk County Parks Director
mstieve@co.sauk.wi.us
White Mound County Park
S7995 White Mound Drive
Hillpoint, WI 53937
Phone: 608-355-4800
- II. Bid Due Date: Two sealed copies of the Bid must be received and date stamped no later than 4:00 p.m., Central Standard Time, Wednesday, March 1, 2017. Faxes are not acceptable. Proposals or amendments received by Sauk County after that time will not be considered. Public Opening of bids will be conducted on Thursday, March 2, 2017 at 9:00 a.m. at the Sauk County Parks Department Office, S7995 White Mound Dr., Hillpoint, WI 53937.
- III. **ALL BIDS MUST BE ADDRESSED TO:**
- Sauk County Clerk
West Square Building
505 Broadway
Baraboo, WI 53913**

The words “**ZERO TURN MOWER**” must be marked on the opaque, sealed envelope.

PART ONE
INTRODUCTION AND GENERAL INFORMATION

1.0 INTRODUCTION

1.1 This document constitutes a request for competitive, sealed bids from qualified vendors to supply the Sauk County Parks Department with a zero turn mower in accordance with the terms and conditions set forth herein.

2.0 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

3.0 DEFINITIONS

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

4.0 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 61,976. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a highway department, a tax administration and collection effort, and other government related functions.

PART TWO
SPECIFICATIONS

1.0 DOCUMENTATION OF MAKE AND MODEL: Vendors are requested to identify each make and model of the zero turn mower being proposed and to provide brief statements which identify the reason(s) Sauk County should consider the proposed makes and models over other makes and models likely to be considered.

1.1 The Sauk County Parks and Recreation Department is interested in acquiring one zero turn mower with the equipment specifications listed below.

2.0 ZERO TURN MOWER FUNCTIONAL SPECIFICATIONS

- 2.1 - Hustler Super Z Mower
- 72 Inch Deck
- Kawasaki 35hp FX1000 Engine
- ROPS

3.0 TRADE IN

3.1 The Sauk County Parks Department has a Hustler Super Z mower (Model #931048, 824 hours) they will trade-in as part of this purchase. Bidders may contact Matt Stieve at (608) 355-4800 between 8:00 AM and 4:30 PM to determine a time and date to appraise the mower.

4.0 DELIVERY

4.1 The County will expect to have delivery to White Mound County Park, S7995 White Mound Drive, Hillpoint, WI 53937 by May 12, 2017.

PART THREE
BID SUBMISSION INFORMATION

1.0 BIDDER'S PRESENTATION

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.

2.0 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.

3.0 ADDENDA

– 3.1 Addenda will be emailed, 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 Addendum issued on Bid Form, or Bid may be rejected.

4.0 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 to receiving Bids and shall be identified with the word "**ZERO TURN MOWER**" 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 Multiple Bids are acceptable. If the Bidder desires to submit multiple Bids, he or she must submit a signed Pricing Page for each Bid.
- 4.3 Bids are due in the Sauk County Clerk's Office prior to the time and date stated on the first page of this RFB. Bids received after the time and date for receipt of Bids will be returned unopened.
- 4.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- 4.5 Oral, telephonic, facsimile or telegraphic Bids are invalid and will not receive consideration.
- 4.6 Any form containing a signature line must be manually signed and returned as part of the bid.
- 4.7 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.
- 4.8 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.
- 4.9 Interlineation, alterations and erasures must be initialed by the signer of the Bid.
- 4.10 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.

5.0 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.

6.0 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, meeting all criteria requested, who is responsible, and responsive.

