



**REQUEST FOR BID
EVIDENCE GARAGE OVERHEAD DOOR & INSTALL
RFB19-008-23**

Bids Must Be Received No Later Than

April 3, 2019 at 3 p.m.

Late Bids Will Be Rejected

Send or hand deliver bids to:

Waupaca County Sheriff's Office
ATTN: Tim Wilz, Sheriff
1402 E. Royalton Street
Waupaca, WI 54981

Important Dates and Times (all times are CST)

Proposal Release Date:	March 12, 2019
Vendor Walk Through:	March 21, 2019 – 10 a.m.
Questions Due:	March 25, 2019 – 10 a.m.
Responses to Questions Posted:	March 27, 2019 – 9 a.m.
Proposals Due:	April 3, 2019 – 3 p.m.
Proposals Opened:	April 5, 2019 – 10 a.m.
Selection and Notification:	April 9, 2019

1. PROJECT OVERVIEW

The Waupaca County Sheriff's Office is soliciting bids from qualified vendors to acquire and install an interior 14' x 14' overhead electric door at our Evidence Garage located in Manawa, WI.

2. PROJECT SCOPE AND SPECIFICATIONS

The Sheriff's Office Evidence Garage Overhead Door and Install project involves cutting a 14' x 14' opening in a concrete interior wall, supplying and installing an interior electric overhead door. This door will separate the cold storage area from the heated storage area.

The overhead door and install project should meet the following minimum specifications:

- a. Cut 14' x 14' overhead door opening
- b. Reinforce block wall per State Code
- c. Remove electrical
- d. Removal and cleanup of construction debris
- e. 14' x 14' 3 hour rated coiling fire door w/operator
- f. Electric safety edge
- g. 2 three button stations
- h. 2 smoke detectors installed
- i. Project work must meet State Code
- j. Bidder must be a Certified Metallic Builder

Waupaca County will provide electrical work necessary to complete this project.

3. QUESTIONS

Any questions pertaining to this bid should be submitted in writing and sent to the contact listed in Section 10 of this document. Bids must be received prior to the 'Questions Due' date and time listed on the bid cover sheet. Any correspondence or questions submitted must include the bid name and number.

Responses to questions will be posted on the County website http://www.co.waupaca.wi.us/businesses/bids_and_proposals.php. Bidders are responsible for checking the website for any addenda prior to submitting a bid.

4. CLEAN-UP

After all wall removal and door installation is complete, vendor will make sure any scrap, extra materials, and tools have been removed from the site.

5. PROJECT SCHEDULE

The expected project completion date is on or before June 15, 2019. If this date needs to be adjusted, please include your proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

6. PROPOSAL REQUIREMENTS

All bids must be received by the due date and time listed on the bid cover sheet in order to be considered. All bids shall contain the following items:

- a) Three (3) copies of complete bid on 8.5" x 11" paper
- b) Attachment A – Bidder Information
- c) Attachment B – References
- d) Attachment C – Price Proposal
- e) Attachment D – Submittal Checklist

7. PROPOSAL SUBMISSION

Bidders must submit three (3) copies of complete bid, including all required materials for acceptance of their bid by the due date and time listed on the bid cover sheet. All bids received after that date and time will be rejected.

Faxed and emailed bids will not be accepted. Bids must be submitted to:

Waupaca County Sheriff's Office
Attn: Tim Wilz, Sheriff
1402 E. Royalton Street
Waupaca, WI 54981

All bids are to be sealed and marked "Proposal – Evidence Garage Overhead Door and Install" in the lower left corner on the **outside** of the envelope.

8. PROPOSAL OPENING

All proposals will be opened and publicly read on April 5, 2019 at 10 a.m. in the Waupaca County Law Enforcement Center Conference Room.

9. CRITERIA FOR SELECTION

The following will be considered to evaluate proposals received:

1. Quality and content of company's written proposal
2. Company's history and experience with similar projects
3. Company's proposed lump-sum fee to complete this project

All prices, costs and conditions outlined in the bid shall remain fixed and valid for acceptance for a minimum of ninety (90) calendar days starting on the due date for this bid.

10. CONTACT INFORMATION

For questions or concerns regarding this RFP, please contact:

Waupaca County Sheriff's Office
Attn: Al Kraeger
1402 E. Royalton Street
Waupaca, WI 54981
715-258-4466
Allen.kraeger@co.waupaca.wi.us

11. CONTRACT CANCELLATION

Waupaca County reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be in Waupaca County's best interest. This solicitation for proposals may also be canceled in whole or in part if determined to be in the best interest of Waupaca County.

12. APPEALS PROCESS

Notices of intent to protest must be made in writing within seventy-two (72) hours after the time of the bid opening. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Waupaca County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest can be sent to Heidi Dombrowski, Finance Director, Waupaca County, 811 Harding Street, Waupaca, WI 54981 or via email to heidi.dombrowski@co.waupaca.wi.us. The protest will be reviewed and the protester will be notified within five (5) working days after receipt of the protest.

ATTACHMENT A
EVIDENCE GARAGE OVERHEAD DOOR AND INSTALL
Waupaca County, Wisconsin

BIDDER INFORMATION

Bidder shall provide the complete information requested below. Include the legal name of the bidder and signature of the person legally authorized to bind the Bidder to a contract. Bid is invalid without a signature.

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
BIDDER NAME	BIDDER TITLE		
EMAIL			
SIGNATURE	TELEPHONE NUMBER		
DATE	FAX NUMBER		
FEIN	OR	SSN (to be provided if awarded the contract)	

Person to be contacted if there are question about your bid (if different from above)	
CONTACT NAME	CONTACT TITLE
EMAIL	
TELEPHONE NUMBER	FAX NUMBER

ATTACHMENT B
EVIDENCE GARAGE OVERHEAD DOOR AND INSTALL
Waupaca County, Wisconsin

REFERENCES

Provide reference information below for product(s) and/or services provided to customer's similar to those requested in this bid. Potential subcontractors cannot be references. Any subcontractors utilized as part of this bid should be listed on a separate page.

Vendor: _____

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
CONTACT NAME	TITLE		
EMAIL			
TELEPHONE NUMBER			

ATTACHMENT C
EVIDENCE GARAGE OVERHEAD DOOR AND INSTALL
Waupaca County, Wisconsin

PRICE PROPOSAL

Vendor: _____

DESCRIPTION	COST
CUT DOOR OPENING, SUPPLY AND INSTALL OVERHEAD DOOR AND ALL OTHER EXPENSES TO COMPLETE PROJECT PER SPECIFICATIONS.	
TOTAL:	

Literature is enclosed? Yes _____ No _____

Warranty information included? Yes _____ No _____

**ATTACHMENT D
EVIDENCE GARAGE OVERHEAD DOOR AND INSTALL
Waupaca County, Wisconsin**

SUBMITTAL CHECKLIST

Vendor: _____

REQUEST FOR BID	INITIAL TO ACKNOWLEDGE
SEALED PROPOSAL RECEIVED AND IDENTIFIED AS: 'Proposal – Evidence Garage Overhead Door and Install'	
COMPLETE BID – THREE (3) COPIES	
ATTACHMENT A – BIDDER INFORMATION	
ATTACHMENT B - REFERENCES	
ATTACHMENT C – PRICE PROPOSAL	
ATTACHMENT D – SUBMITTAL CHECKLIST	

Bidder's Signature

Date