

# MONROE COUNTY WISCONSIN

## Invitation to Bid



### RECONSTRUCT and PAVE PARKING LOT

Sparta, Wisconsin  
September 6, 2016

#### INVITATION TO BID

The County of Monroe is soliciting bids for reconstructing and paving the parking lot and paving the alley north of the new Monroe County Justice Center located at 112 South Court Street in Sparta, Wisconsin. Monroe County is soliciting bids in accordance with this Invitation for Bids.

Bids are due Thursday September 29, 2016, at 2:00pm at the office of the Monroe County Administrator, Catherine Schmit. The owner reserves the right to reject any and all bids and to waive irregularities in the submitted bids. Fax copies are acceptable.

Please submit to:

Catherine Schmit, County Administrator  
14345 County Highway B, Room 3  
Sparta, Wisconsin 54656  
cathy.schmit@co.monroe.wi.us

Questions regarding the proposal  
can be directed to:

Kurt Marshaus  
Monroe County Project Representative  
608-387-1950  
monroecountyjusticecenter@gmail.com

#### 1. GENERAL PROJECT INFORMATION

##### a. Basis of Award

The Contract for the work will be awarded to the qualified bidder submitting the lowest responsible bid. Responsibility shall be determined pursuant to the quality and completeness of the responses to this invitation for bid.

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### **b. Background**

In 2013 Monroe County purchased the former Citizens Bank located at 124 North Court Street which included the parking lot on the west side of the building. Recent utility installation has impacted the integrity of the parking lot. The County has determined that this parking lot should be reconstructed and expanded and that the alley needs to be paved.

### **c. Visits to the site**

Bidders are encouraged to visit the project site. A pre-bid walk through will be held on September 21, 2016, at 10:00 am. Please plan to meet in front of the Monroe County History Museum located at 100 West Main Street, Sparta, WI 54656. The Project Representative will answer questions by e-mail during normal business hours (8:00 am to 5:00 pm). Answers to all questions will be sent to all bidders in writing. No questions will be answered the day bids are due.

### **d. The Form of Agreement**

The form of agreement will be as determined and drafted by the owner and/or their legal representative.

## **2. REQUIREMENTS**

### **a. Insurance**

The bidder shall carry workmen's compensation and public liability insurance in the following amounts and furnish the Owner certificates of insurance thereof prior to commencing with the work. All such insurance shall be carried with insurance carriers satisfactory to the Owner, and shall hold harmless the Owner and the Owner's officers, agents and employees.

- Worker's Compensation - Section A – per laws in the State of Wisconsin.
- Commercial General Liability including Contractual - Minimum Policy Limit - \$1,000,000 each occurrence.
- Automobile Liability: Bodily Injury/Property Damage. - \$100,000 per person/\$300,000 per accident/\$50,000 property/\$1,000 medical coverage.

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**b. Prevailing Wage**

Attention of the bidders is called to the requirements as to be observed and minimum wages rates to be paid as required by Wisconsin Statutes SS 66.0903, Wisconsin Administrative Code Section IND 90.08 and the provisions as required in Wisconsin ACT 181.

**c. Sales Tax**

Attention of Bidders is directed to the Owner's exemption from sales and use taxes. Bids shall reflect this exemption.

**d. Bonding - None Required**

### 3. SCOPE OF SERVICES

**a. Requirements**

The contractor shall excavate as necessary, demolish existing paving, reconstruct and pave the parking lot, add additional parking, reconstruct and pave the alley from Court Street to "K" Street, provide stripping and other work as follows;

1. Remove approximately 13,605 SF of existing 3" asphalt pavement and 8 ½" of base and unknown material underneath and dispose of off-site.
2. Remove approximately 3,858 SF of turf area, topsoil and unknown material underneath to a depth of 11 ½" and stockpile as directed by the Owner.
3. Excavate approximately 8,513 SF of sand and gravel parking areas/alley to a depth of 11 ½" and dispose of off-site.
4. Remove one 12"x12"x36" light pole base.
5. Remove 30 lineal feet of curb and dispose of off-site.
6. Place and compact to grade approximately 25,976 SF of ¾" dense graded base rock 8" thick per WISDOT specifications.
7. Place and compact to grade approximately 25,976 SF of 1 ¾" thick E-1 or E-3, 12 ½ mm asphalt base per WISDOT specifications.
8. Place and compact to grade approximately 25,976 SF of 1 ¾" thick E-1 or E-3, 12.5 mm asphalt wear surface per WISDOT specifications.
9. Layout and stripe parking lot for 53 parking stalls, 3 handicapped spaces and approximately 12 islands.

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### b. Specifications

The following specifications shall apply to this work;

1. WISDOT Specification Section 305 Dense Graded Base
2. WISDOT Specification Section 460 Hot Mix Asphalt Pavement
3. Americans with Disabilities Act Chapter 5, Section 502 Parking Spaces

### 4. Bid

Please provide your bid to perform the Scope of Work for reconstructing the parking lot on the following bid form.

Owner's Name: County of Monroe, Wisconsin  
Project Name: Monroe County Justice Center  
Address: 112 South Court Street  
Sparta, Wisconsin 54656

To: Catherine Schmit, County Administrator  
14345 County Highway B, Room 3  
Sparta, WI 64656

Date: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. : \_\_\_\_\_

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E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Having read and examined the specifications and the scope of work we propose the following:

Bid Item #1.

Bidder shall perform all work described for the stipulated sum of

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_).

Addenda: This Bid included Addenda numbered: \_\_\_\_\_

Authorized Representative

Please provide name, signature and title of individual representing the information included in your bid.

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Bidder's Signature

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Title

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Date