

MONROE COUNTY WISCONSIN

Invitation to Bid



COURTROOM A/V SYSTEMS

Monroe County Justice Center
Sparta, Wisconsin
April 25, 2017

INVITATION TO BID

The County of Monroe is soliciting bids for furnishing and installing audio visual systems in Courtrooms 1, 2, and 3 in the new Monroe County Justice Center being constructed adjacent to the Monroe County Courthouse located at 112 South Court Street in Sparta, Wisconsin. Monroe County is soliciting bids in accordance with this Invitation for Bids.

Bids are due Tuesday May 23, 2017, at 2:00pm at the office of the Monroe County Administrator, Jim Bialecki. The owner reserves the right to reject any and all bids and to waive irregularities in the submitted bids. E-mail bids are acceptable.

Please submit three copies to: Jim Bialecki, County Administrator
124 North Court Street
Sparta, Wisconsin 54656
jim.bialecki@co.monroe.wi.us

Questions regarding the proposal can be directed to: Kurt Marshaus
Monroe County Justice Center Project Representative
608-387-1950
monroecountyjusticecenter@gmail.com

1. GENERAL PROJECT INFORMATION

a. Basis of Award

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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.

b. Background

The Monroe County Justice Center is being constructed adjacent to the existing Monroe County Courthouse and will be completed by the General Contractor on or about August 7, 2017. In order to activate the courtrooms the work included in this invitation for bids is required to be completed by August 31, 2017.

c. Visits to the site

Bidders are encouraged to visit the project site. A pre-bid walk through will be held on May 9, 2017, at 1:00 pm. Please plan to meet at the Monroe County Courthouse located at 112 South Court 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 with respect to the amount of sales tax on Owner Purchases.

d. Bonding - None Required

3. SCOPE OF SERVICES

a. Requirements

The contractor shall provide and install audio visual systems in Courtrooms 1, 2 and 3, per the attached plans and specifications, in the Monroe County Justice Center as follows;

b. Specifications

The following specifications shall apply to this work;

See Attachment #1.

c. Drawings

The following drawings shall apply to this work;

See Schedule D attached.

4. Bid

Please provide your bid to perform the Scope of Work for providing and installing audio visual systems in Courtrooms 1, 2 and 3 in the Monroe County Justice Center on the following bid form.

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

To: Jim Bialecki, County Administrator
124 North Court Street
Sparta, WI 64656

Date: _____

Bidder's Name: _____

Address: _____

Telephone No. _____ Fax No. : _____

E-mail: _____

Web Site: _____

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

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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

Title

Date