

DODGE COUNTY



REQUEST FOR BIDS

**Replace Two (2) Furnaces at Dodge County Airport
Highway Department, Dodge County, WI**

RFB NUMBER: #30-2024-12

Issued Date: 12/10/2024

RFB Opening

Friday, December 20, 2024 at 10:00 am

Dodge County Administration Building

Conference Room 1A – First Floor

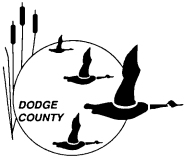
127 E Oak St

Juneau, WI 53039

Submit Sealed RFB's To:

Dodge County Clerk
Administration Building
127 E Oak St.
Juneau, WI 53039
(920) 386-3600

Office Hours: 8:00 am – 4:30 pm Monday through Friday



DODGE COUNTY FINANCE DEPARTMENT

Purchasing Division

127 East Oak Street, Juneau, WI 53039

(920)386-4224

Email: tsteinbach@co.dodge.wi.us

Request for Bids (RFB)

Replace Two (2) Furnaces at Dodge County Airport

Highway Department, Dodge County, WI

RFB #30-2024-12

Dodge County is requesting bids for replacing Two (2) 100,000 BTU Furnaces at the Dodge County Airport located at N6491 State Road 26, Juneau, WI 53039. The qualified contractor shall be responsible for providing and installing two furnaces that meet the specifications, removal and disposal of the old furnaces, sheet metal to existing ducts, reconnecting PVC vent pipes, gas piping, drains, and wiring, and start up and test run.

Request for bid packets will be available starting December 10, 2024, on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids> and may also be obtained on DemandStar at: www.demandstar.com.

Bids must be submitted to the Dodge County Clerk no later than 10:00 am CST on Friday, December 20, 2024. Bids must be submitted in a sealed envelope marked “Replace Furnaces – Dodge County Airport”. No faxed or emailed bids will be accepted and there is not an option to submit bids online.

A **mandatory** pre-bid meeting will be held on Friday, December 13, 2024 at 10:00 am, at the Dodge County Airport located at N6491 State Road 26, Juneau, WI 53039. This will be the bidder’s only opportunity to see the project site, the site conditions and to take measurements for this project.

Attendance at the mandatory pre-bid meeting is required in order for a firm’s bid to be considered. Failure to attend will result in the disqualification of the firm’s bid.

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all bids or parts thereof deemed to be unsatisfactory or not in the County’s best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful vendor/contractor to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the vendor/contractor whose bid is overall the most advantageous to the County in the County’s sole determination.

Trista Steinbach
Purchasing Agent

(Publish December 10, 2024)

A. Request for Bid

Dodge County is requesting bids for replacing two (2) 100,000 BTU Furnaces at the Dodge County Airport. The qualified contractor shall be responsible for providing and installing two furnaces that meet the specifications, removal and disposal of the old furnaces, sheet metal to existing ducts, reconnecting PVC vent pipes, gas piping, drains, and wiring, and start up and test run.

Job Address: N6491 State Road 26., Juneau, WI 53039

Scope of Work

- A. The following manufacturers are approved for use. Alternates may be submitted.
 - 1. Amana
 - 2. Carrier
 - 3. Trane
 - 4. Goodman
- B. The contractor shall furnish and install furnaces as scheduled on the contract documents.
- C. The contractor shall remove and dispose of the old furnaces.
- D. The Contractor shall apply sheet metal to the existing ducts.
- E. The Contractor shall utilize the existing filter rack.
- F. The Contractor shall reconnect PVC vent pipes, gas piping, drains and wiring.
- G. The Contractor shall start up and test run the furnaces after installation.
- H. Specifications:
 - 1. Two (2) 100,000 BTU Furnaces
 - 2. 96% AFUE
 - 3. Two Stage
 - 4. Multi-speed gas furnace.
 - 5. 10 Year parts Warranty
 - 6. Lifetime heat exchanger warranty

B. Project Timeline

Substantial installation/completion of the replacement furnaces is required by February 3, 2025.

C. Pre-Bid Meeting

A **mandatory** pre-bid meeting will be held on December 13, 2024, at 10:00 am, at the Dodge County Airport, N6491 State Road 26, Juneau, WI 53039. This will be the bidder's only opportunity to see the project site, the site conditions and to take measurements for this project. **Attendance at the mandatory pre-bid meeting is required in order for a firm's bid to be considered. Failure to attend will result in the disqualification of the firm's bid.**

D. Submittal Schedule

Task	Date
RFB Issued	December 10, 2024
Mandatory Pre-Bid Meeting	December 13, 2024 (10:00 am)
Deadline for questions: Questions must be emailed to: tsteinbach@co.dodge.wi.us	December 16, 2024 (by 2:00 pm)
Final Addendum Issued	December 17, 2024
BID Submission Deadline & Public Opening	December 20, 2024 at 10:00 am
Review and Recommendation	December, 2024
Contract Negotiation / Awarding of Contract	January, 2024

E. Bid Opening

The Bid Opening will take place on Friday, December 20, 2024, at 10:00 a.m. at the Dodge County Administration Building, Conference Room 1A – First Floor, 127 E Oak St, Juneau, WI 53039

Dodge County reserves the right to request any additional information that it deems necessary during the evaluation process.

F. Insurance Requirements

Minimum Scope and Limits

- A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the vendor/contractor changes insurance carriers and this policy is provided on a “claims made” basis, the vendor/contractor will secure the appropriate coverage extension to provide coverage to the project for a periods of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
 - 1. General aggregate limit per project \$2,000,000
(Other than Products-Completed Operations)
 - 2. Products-Completed Operations Aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury Limit \$1,000,000
 - 4. Each Occurrence Limit \$1,000,000
 - 5. Fire Damage Limit-any one Fire \$ 50,000
 - 6. Medical Expense Limit-any one Person \$ 10,000
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1- Any Auto basis.
- D. Worker’s Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability,

Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

G. General RFB Information

- A. Dodge County requires a high level of service from any vendor/contractor who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with vendor/contractors. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a vendor/contractor.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful Vendor/contractor(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon bid award.
- D. All bids shall be binding for ninety (90) calendar days following the bid opening date unless the vendor/contractor(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful vendor/contractor(s) contingent upon County's acceptance and approval of all work done and/or products provided, or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Vendor/contractors may withdraw their bid at any time before the bid due date and time by written request for withdrawal to the Parks Superintendent and by presenting proper identification upon request. **Faxed and emailed bids will be rejected. Late bids will not be accepted.**
- G. Dodge County's Standard Terms and Conditions available at: <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> are applicable to this request and are hereby made a part of it.
- H. RFB packet, updates and addenda are available on the Dodge County Request for Proposals/Bids website, <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>, and may also be obtained on DemandStar at: www.demandstar.com. It is the vendor/contractors responsibility to view the RFB document, and check the website for any updates and addenda prior to submitting a bid for this request. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the vendor/contractor.
- I. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- J. Dodge County shall be the owners of any, and all of the reports, plans, specifications and documents resulting from this RFB and vendor/contractor shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFB to Owner in a format usable to the County. Awarded vendor/contractor(s) shall also waive any rights to

copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.

- K. Any bid/response and any, and all supporting materials submitted in conjunction with this request may become a public record, subject to public inspection.
- L. Vendor/contractors responding to this request shall include with the bid a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request. Proposed contract shall incorporate at a minimum the County's terms and conditions and the contract requirements contained herein.
- M. Bidders shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFB) document will be handled by written addenda. Questions shall be directed to the Purchasing Agent via email to tsteinbach@co.dodge.wi.us. Questions must be asked at least five (5) business days prior to the bid due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>, and may also be obtained on DemandStar at: www.demandstar.com. It is the vendor/contractor's responsibility to check the website for addenda prior to submitting your bid. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFB or resulting design. Prior to the deadline for questions, a vendor/contractor shall notify Dodge County of any error for any error or omission in any part of this RFB or resulting design. Prior to the deadline for questions, a vendor/contractor shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a bid. Such notification shall be made in writing to Dodge County Purchasing Agent.
- P. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of bids. The successful vendor/contractor must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful vendor/contractor will be required to ensure that all vendor/contractor's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.
- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded vendor/contractor(s).
- R. Unpublished information pertaining to Dodge County, or its employees obtained by the vendor/contractor as a result of participation in this RFB or resulting contract is confidential

and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.

- S. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which vendor/contractor holds harmless Dodge County, its officers, elected officials and employees harmless from and against any and all claims arising from contracts between the vendor/contractor and third parties made to effectuate the purposes of this RFB. Dodge County will not agree to mutual indemnification or to indemnify vendor.
- T. NON-COLLUSIVE STATEMENT Each vendor/contractor, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Vendor/contractors. Each vendor/contractor also certifies that it is not a party to any collusive action with any other party submitting a bid in response to this solicitation.
- U. Dodge County reserves the right to reject any or all bids or parts thereof, to waive any technicality in any bid and accept any bid deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFB process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

H. Bonds

Bid Bond/Performance Bond: No bid bond is needed for this project. All projects estimated to cost over \$50,000 will require a 100% Performance and Payment Bond to be obtained by the selected contractor and provided to Dodge County prior to commencement of work.

I. Bid Form

We, the undersigned, propose to replace two (2) existing furnaces at the Dodge County Airport in accordance with this RFB # 30 2024-12 and specifications hereto at the prices identified for the Primary Bid below.

RFB #30 2024-12	BID Form
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Replace Two (2) Furnaces – Dodge County Airport

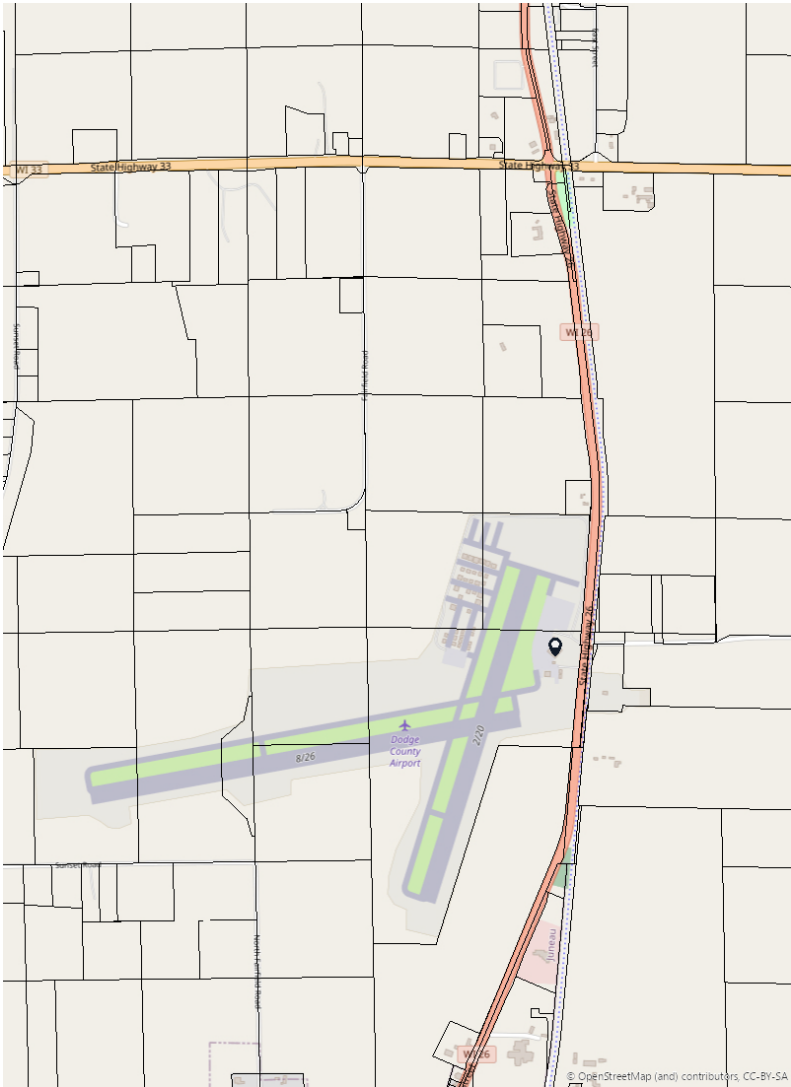
Furnace Cost:	\$ _____
Installation	\$ _____
Other:	\$ _____
Total Cost “Not to Exceed” (Required)	\$ _____

Dodge County reserves the right to award this project, reject any or all bids or parts thereof, to waive any technicality in any bid and accept any bid deemed to be the most advantageous to the County.

Company Name:	_____
Name (Type/Print:	_____
Signature:	_____
Date Submitted:	_____

J. Location Map

DODGE CO. WI



K. Statement of Acknowledgment

Replace Two (2) Furnaces at Dodge County Airport
Highway Department, Dodge County, WI
RFB #30-2024-12

Complete this page and include it with your sealed response to the request.

I have read this Request for Bid (RFB), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

Binding Signatures:

The undersigned vendor/contractor, submitting their bid, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Bid, the within and foregoing bid, the contract, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of their bid submission.

Company: _____

Address: _____

Original Signature: _____

Name (Print/Type) _____

Title_____Date_____

Phone Number:_____Fax Number: _____

E-mail:_____

L. Addenda Acknowledgement

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

If no addenda were issued, the vendor/contractor shall so indicate and sign this document.

Vendor/Contractor

Representative Signature