

**GREEN LAKE COUNTY
WISCONSIN**

Maintenance Work for the Green Lake County Fair

Bid Opening Date, Time & Location

May 1, 2024 at 10:00 am
UW-Extension Office
Green Lake County
571 County Road A
Green Lake, WI 54941

**GREEN LAKE COUNTY
UW-EXTENSION/COUNTY FAIR DEPARTMENT
920-294-4032**

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SECTION 0020

INVITATION TO BID

Open bids for furnishing the following materials and labor will be received at the UW-Extension Office, which is located at the following address: 571 County Road A, Green Lake, Wisconsin (by hand delivery) or 571 County Road A, Green Lake, WI 54941 (United States Postal Service Delivery) until the time specified below at which time the bids will be publicly opened and read:

ITEM

BID OPENING

Bid: [Maintenance Work for the Green Lake County Fair](#)

In general, this request for bids for the general maintenance work for the Green lake County Fair. Including being present during the fair, August 1-4. See Attachment A for specific duties.

Specifications and bid forms may be obtained at the Fair Office, the address of which is 571 County Road A; Green Lake, Wisconsin 54941 Monday through Friday between 8:30 a.m. – 4:30 p.m. or by emailing a request to sgraff@greenlakecountywi.gov starting 4/1/24.

Bids will be opened in the UW-Extension Office, the address of which is 571 County Road A; Green Lake, Wisconsin 54941 on May 1, 2024 **at 10:00 am.**

The bid will be awarded at the next scheduled meeting of the Agriculture/Extension & Fair committee following the closing of the bids.

All bids for this project are subject to applicable public bidding laws of Wisconsin, including Wis. Stat s. 59.52, as amended.

There will be no pre-bid meeting for this project.

Selection of the service provider will be based upon bidder qualifications, including but not limited to evidence of past performance in similar projects, and bid price. The contract will be awarded to the bidder deemed by the awarding authority to be the lowest properly responsive, responsible, and eligible bidder.

The bidder agrees that its bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays, and legal holidays excluded, after the opening of the bids.

Green Lake County reserves the right to waive any informalities, to accept or reject, in whole or in part any or all bids, or take whatever other action may be deemed to be in the best interest of the County.

Green Lake County, by:

Name: _____
Title: _____

SECTION 00100

INSTRUCTIONS TO BIDDERS

1. Receipt and Opening of Bids

Green Lake County, Wisconsin herein called the County, acting by and through its Fair Coordinator, will receive Bids for the project known as:

Maintenance Work for the Green Lake County Fair

General bids shall be addressed to the Fair Office, the address of which is 571 County Road A; Green Lake, Wisconsin and endorsed "**Maintenance Work for the Green Lake County Fair**" Three copies of the bid submission shall be included in the envelope. Bids will be received at the Fair Office until 10:00 a.m. Central time, on May 1, 2024.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered. The bidder agrees that its bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.

2. Preparation of Bid

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, in both words and figures.

Failure to complete the bid document adequately including the "Non-Collusion Affidavit" and the "Certificate of Vote" may result in the disqualification of the bidder.

Each bid must be submitted in a envelope bearing on the outside the name of the bidder, his address, and endorsed with the name of the project as specified in Receipt and Opening of Bids, above. If forwarded by mail, the envelope containing the bid must be enclosed in another envelope addressed as specified in Receipt and Opening of Bids, above.

All bids, attachments to bids, and other items supplied to County, including but not limited to blueprints, drawings, or project descriptions, by all bidders, successful or otherwise, shall be the property of County. County shall not owe to any bidder, successful or otherwise, any obligation of confidentiality with regard to any bid, attachment to bid, other items supplied to County by bidder, including but not limited to blueprints, drawings, or project descriptions, or any contract document resulting from bid. Contract documents shall be the property of both parties.

County shall not be liable to any bidder for any costs incurred in bidding or communicating with County concerning bidding.

Unless otherwise made clearly inapplicable by County in this document, all bid prices shall include the cost of mobilization of equipment and no extra payment will be made for such mobilization or movement of equipment from job to job site.

3. Bid Opening Procedure

The following list of requirements shall apply to each filed bid. Bids not meeting all the requirements for timeliness and security may be rejected.

Bids not meeting signature and addenda requirements will be rejected prior to checking of bid amounts.

Bids shall be filed at the place and before the time specified in Receipt and Opening of Bids, above.

Properly executed bid security shall be placed in a sealed envelope and shall be attached to the outside of the envelope containing the bid.

Bid signatures will be checked.

It is recommended all addenda shall be sent certified mail, with return receipt requested, and/or facsimile or e-mail to all prospective bidders. All bidders shall include with their bids the written acknowledgment form provided in the FORM OF GENERAL BID.

The total dollar amount of each bid will be read, and the three apparent lowest bids will be recommended for further consideration by the Ag/Ext/Fair Committee.

All bid material not rejected will be included in the committee packet for review at the next Ag/Ext/Fair Committee meeting following the bid deadline.

4. Modification

Any bidder may modify his bid by written communication delivered to and received by the County at any time prior to the scheduled closing time for receipt of bids. The communication shall not reveal the bid price but shall provide the addition or subtraction or other modification so that the final prices or terms will not be known by the County until the bid is opened.

5. Ability and Experience of Bidder

No award will be made to any bidder who cannot satisfy the County that sufficient ability and experience in this class of work and sufficient capital and plant to enable them to prosecute and complete the work successfully within the time named. The County's decision or judgment on these matters will be final, conclusive, and binding. The County may make such investigations as it deems necessary, and the bidder shall furnish to the County, under oath if so required, all such information and data for this purpose as the County may request.

6. Right to Reject Bid

The County reserves the right to waive any informality in bids and to reject any and all bids, should the County deem it to be in the public interest to do so.

The County may also reject bids which in its sole judgment are either incomplete, conditional, obscure or not responsive or which contain additions not called for, erasures not properly initialed, alterations, or similar irregularities.

7. Time for Completion

The successful general bidder must agree to commence work on the date specified in the Notice to Proceed, and to fully complete the project within the time limit stated in the documents.

8. Comparison of Bids

Bids will be compared on the basis of prices set forth in the bid forms.

In the event that there is a discrepancy between the lump sum or unit prices written in words and figures, the prices written in words will govern.

9. Award of Contract

The Contract will be awarded to "the lowest responsible bidder" pursuant to Wisconsin Statute s. 59.52(29) as amended and/or renumbered. Such a bidder shall possess the skill, ability and integrity necessary for the faithful performance of the work, shall be able to furnish labor that can work in harmony with all other elements of labor employed, or to be employed, in the work, shall otherwise comply with all applicable provisions of law, and shall have properly responded to the request for bids. Contract award shall be subject to availability of an appropriation for funding.

Within seven (7) working days of receipt of acceptable Payment Bond and Contract signed by the party to whom the Contract was awarded, the County shall sign the Contract and return to such party an executed duplicate of the Contract.

10. Contractor Records

Bidders understand and agree that, because County is a party to this contract, provisions of the Wisconsin Open Records Law and other laws relating to public records may apply to records kept by Bidders. Bidder agrees to fully comply with such laws, and to cooperate with County in its compliance with such laws. Cooperation shall include, but not be limited to, the provision of records, or copies of records to County or others upon the request of county. Compliance and cooperation of Bidders shall be at their sole cost and expense.

11. Compliance with Laws

The Contractor shall keep himself fully informed of, and comply with, all existing and future Federal, State and Local Laws, ordinances, rules and regulations affecting Contractor and all of

Contractor's employees, agents, and subcontractors engaged or employed on the Work, the materials and equipment used in the Work or the conduct of the Work, and of all orders, decrees and other requirements of bodies or tribunals having any jurisdiction or authority over the same. If any discrepancy or inconsistency is discovered in the Drawings, Specifications or other Contract Documents in relation to any such law, ordinance, rule, regulation, order, decree or other requirement, the Contractor shall forthwith report to the Fair Coordinator in writing. The Contractor shall at all times observe and comply with, and cause all his agents, servants and employees to observe and comply with all such existing and future laws, ordinances, rules, regulations, orders, decrees and other requirements and he shall protect, indemnify and save harmless the County, its officers, agents, servants, employees from and against any and all claims, demands, suits, liabilities, judgments, penalties, losses, damages, costs and expenses, including attorney's fee, arising from or based upon any violation or claimed violation of any such law, ordinance, rule regulation, order, decree or other requirements, whether committed by the Contractor or any of his agents, servants or employees.

Applicable provisions of Wisconsin State Statutes and Regulations and/or the United States Code and Code of Federal Regulations govern this contract and any provision in violation of the foregoing shall be deemed null, void and of no effect. Where conflict between Code of Federal Regulations and State Laws and Regulations exist, the more stringent requirement shall apply.

SECTION 00200

FORM OF GENERAL BID

Bid of (hereinafter called "Bidder")*

() a corporation, organized and existing under the laws of the state of _____

() a partnership

() a joint venture

() an individual
doing business as _____

() other Describe: _____

To the County of Green Lake, Wisconsin (hereinafter called "County").

Greetings:

A. The undersigned Bidder, in compliance with your invitation for bids for the project known as **Maintenance Work for the Green Lake County Fair**, having examined requested specifications stated in Schedule A. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this bid is a part.

B. The Bidder hereby agrees to commence work on or before the date to be specified in written "Notice to Proceed" of the County, and to fully complete the project within the time specified in the bidding instructions but a contract extension shall be at the discretion of the Finance Director.

C. Submission of the bid constitutes bidder's certification that no financial or personal relationship exists between the bidder and any county official or employee except as specifically set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops after submission of the bid, and before award, and any such relationship which develops during the term of the contract.

D. The bidder hereby designates the person named below as its agent for the purpose receiving all notices from County, including but not limited to notice of award of bid. All notices sent to the person below shall be deemed received by bidder.

Name: _____

Address: _____

Telephone number : _____
Email Address (optional): _____
FAX Number (optional): _____

The Bidder agrees to provide electrical work as described in Attachment A for the following rate(s) and conditions: \$

_____.

The Bidder understands that all bids for this project are subject to the applicable bidding laws of the State of Wisconsin.

The Bidder understands that the County reserves the right to reject any or all bids and to waive any informalities in the bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

Within 10 days of receipt of the written notice of acceptance of this bid, the Bidder will execute the formal Contract set forth in these documents.

The undersigned offers the following information as evidence of qualifications to perform the work as bid upon according to all the requirements of the plans and specifications.

1. Have been in business under present name for _____ years.
2. The names and addresses of all persons interested in the bid (if made by a partnership or corporation) as principals, are as follows:
(attach supplementary list if necessary)
 - a. _____
 - b. _____
 - c. _____

BY SIGNING BELOW THE BIDDER AFFIRMS AND ACKNOWLEDGES THAT: they have read and understand the bid specifications and its Attachments, if any; they have authority to enter a bid on behalf of the Entity, Corporation, or County they are signing for; they are knowingly, freely, and voluntarily bidding on this project; and that they accept and agree to be bound by the terms and conditions of bid specifications and its Attachments, if any, as outlined in the bid specifications.

Signature _____

Printed Name: _____

Submitted on Behalf of: _____

NON-COLLUSION AFFIDAVIT

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Financial Institution

Notarization

Subscribed and sworn to before me on this _____ day of _____, 20__.

Notary Public, State of _____

My Commission expires: _____

SECTION 00300

NOTICE OF AWARD

To: _____

PROJECT Description: **Maintenance Work for the Green Lake County Fair**
FAIR DEPARTMENT
GREEN LAKE COUNTY, WI

The OWNER has considered the Bid submitted by you for the above described Work in response to its Advertisement for Bids dated , and Information for Bidders.

You are hereby notified that your Bid has been accepted at the Rate(s) and Conditions of _____ .

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Dated this _____ day of _____, 20__.

FAIR Department
Green Lake County, WI (OWNER)

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged

By _____ .

this the _____ day of _____, 20__.

By _____

Title _____

ATTACHMENT A

1. DUTIES TO BE PERFORMED BY CONTRACTOR - could include but are not limited to:
 - A. Grounds Preparation and Maintenance
 - Mowing & Weed Removal
 - Spread Gravel
 - Track Preparation (mow) & Fencing
 - Horse Ring Preparation (cut grass and till) and Maintenance
 - Two Animal Show Rings Preparation and Maintenance
 - Move Bleachers
 - Assist with Public Address System Set-Up
 - Repair and Operations (small miscellaneous jobs)
 - Moving Picnic Tables and Benches
 - Janitorial Support Services
 - Refuse/garbage Clean Up
 - Bedding/manure removal
 - Disposal of grey water and grease from food vendors
 - Barricading off scale and other areas
 - Unloading / Loading of Livestock Scales
 - Installation / Removal of overhead shade for wash rink
 - Demolition Derby – removal of cars and loading on trailers
 - Any other groundwork as needed and directed by Fair Coordinator
 - B. Building Preparation, Maintenance, and Tear Down
 - Displays
 - Signage On and Off Grounds
 - Stage
 - Chairs/Benches
 - Office
 - Animal Pens (assist as needed)
 - Livestock Auction
 - Any other building maintenance (specific to Fair duties), as needed and directed by Fair Coordinator
 - C. Commercial Space Preparation, Maintenance and Tear Down. Applies to inside and outside commercial space as directed by Fair Coordinator.
 - D. Project Completion. It is specifically understood that all activities and duties necessary for the setup of the fair will also require the complete take down and cleanup of the property, except for the barn areas, unless assistance is needed.

2. EQUIPMENT:

The Contractor shall provide the equipment necessary to complete the duties under this Agreement, including but not limited to, trucks, ATV or similar off-road vehicle, skid steers or tractors (with bucket), weed whackers, mowers, tools, blower, drills, a forklift, etc. The County shall not be responsible for any damage or repairs necessary to the Contractor's equipment or any rental equipment. The County will provide fuel at no cost necessary to operate equipment.

3. TERM:

The term of this Agreement shall run from June 1, 2024 through August 31, 2024. On site attendance for the dates August 1-4, 2024 is required.

4. COMPENSATION:

Green Lake County shall compensate the Contractor under this Agreement on a time and materials basis with a maximum compensation of \$30,000.00. Contractor shall provide an itemized invoice.

5. INSURANCE:

County requires the Contractor to provide the following Insurance:

- A. Statutory workers compensation insurance if required under Wisconsin Statutes.
- B. Comprehensive General Liability insurance coverage with a minimum policy limit of \$1,000,000.00.
- C. Auto liability of at least \$100,000.00 per person/\$300,000.00 per accident/\$300,000.00 per accident/\$50,000.00 property, and \$1,000.00 medical coverage if passengers are transported.

Each insurance policy required in paragraph 6 above shall provide that coverage shall not be cancelled, except with five (5) working days written notice to County.

The County shall be named as an additional insured or loss payee on the Comprehensive General Liability insurance.

6. PROOF OF INSURANCE:

County must receive a Certificate of Insurance and proof of Worker's

Compensation Insurance prior to the execution of this Agreement or a minimum of thirty (30) days prior to the first day of the 2024 Green Lake County Fair.