

Instructions To Bidders

1. SUMMARY

A. The following documents shall be completed and submitted with each bid:

1. Bid Form
2. Bid Security

2. PREPARATION OF BIDS

A. Bids shall be prepared on the form provided. All blank spaces for bid prices shall be completed, in ink or typewritten, in both words and figures where provided. In case of discrepancy, written words shall govern over figures and unit prices shall govern over extended amounts. Bidder must sign the bid.

B. Bids may be rejected for the following reasons: alterations of the form, additions to the form, alternates not specified, incomplete bids, erasures, unbalanced prices, and irregularities of any kind.

C. Use the attached Bid Form. The Bid Form must be signed by an officer of the company with authority to legally bind the company to this bid. Submit original Bid Form and required supporting documents in a sealed envelope to:

City Clerk
Marinette City Hall
1905 Hall Avenue
Marinette, Wisconsin 54143

Attn: Ms. Lana Bero

Mark the exterior of the envelope as follows:

BID
Mark the exterior of the envelope as follows:
Bid for Home at 515 Hillis Court
City of Marinette

(Bidder's Name and Address)

Note: The City reserves the right to reject any or all Bids, to waive informalities, and/or to accept a bid most advantageous to the City, without further explanation.

D. If forwarded by mail, the sealed envelope containing the bid shall be enclosed in another envelope addressed as specified.

3. FAX TRANSMISSION

Facsimile transmission of Bid Form or required supporting documents to individual designated to receive bids will be accepted.

4. WITHDRAWAL OR MODIFICATION OF BID

A bidder may withdraw or modify his bid, provided a written request is in the hands of the official or person authorized to receive bids prior to the Bid Deadline. Thereafter, a bid may not be withdrawn or modified for 45 days.

5. BID SECURITY

A. Bids shall be accompanied by a bid bond, certified check, or bank cashier's check in the amount of Five Thousand Dollars (\$ 5,000.00) made payable to Owner. Owner will retain bid bond as liquidated damages if the undersigned fails to execute agreements and furnish bonds and insurance. Bidder shall enter into a contract and furnish bonds, (if specified) within 10 days after Notice of Award. Certified checks shall be drawn on the account of the bidder. Bid bonds shall be executed by the bidder and by a surety corporation licensed to transact business in the state where the project is located.

B. Bidders shall require Attorneys-in-fact who execute bid bonds or contract bonds to affix thereto a certified and current copy of their power of attorney.

C. Bid security of the three highest bidders will be released when the contract has been executed or, if no award has been made within 45 days of the bid opening, upon demand of the bidder at any time thereafter so long as bidder has not been notified of acceptance of its bid. All other bid securities will be released within 10 days after the opening of bids.

6. LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT

The successful bidder, upon failure or refusal to execute and deliver the contract, bonds, and insurance required within 10 days after he has received Notice of Award, shall forfeit the bid security to Owner as liquidated damages for such failure or refusal.

7. QUALIFICATIONS OF BIDDER

Bidder shall provide a statement of qualifications with their bid submittal. This item is a narrative that shall include: information pertaining to your business, prior house moves, prior house building experience, and financial means. No form will be provided for this item.

8. ADDENDA AND INTERPRETATIONS

No binding interpretation of the meaning of the bidding documents will be made to any bidder orally. Every request for such interpretation should be made in writing to City Engineer at least seven (7) days prior to the Bid Deadline. All interpretations and any supplemental instructions will be sent by written addenda to all prospective bidders (at the respective address furnished for such purposes) prior to the Bid Deadline. All addenda so issued shall become part of the contract documents and be acknowledged on the Bid Form. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under this bid as submitted.

9. ALTERNATE BIDS

If alternate bids are requested, bidder shall state the amount to be added to, or deducted from, the base bid for making the changes required under each alternate. The stated amount shall include all incidental work and adjustments as may be necessary or required to fully complete the alternate work.

10. LIST OF SUBCONTRACTORS

A. Bidders are required to submit, with the Bid Form, a list of subcontractors. Failure to complete this list may be considered cause to recommend rejection of the bid.

B. Bidders are specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be acceptable to Owner.

11. DISCLOSURE OF OWNERSHIP

Bidder shall disclose on the date of submitting a bid for this project, the name of any construction business of which bidder has had a 25% or greater interest as a shareholder, officer, partner, or owner at any time during the preceding three years, if said construction business has been found by the Wis. Dept. of Workforce Development to have failed to pay the prevailing wage rate or at least 1.5 times the hourly basic rate of pay for hours worked in excess of the prevailing hours of labor to any employee at any time within the preceding three years. The "Disclosure of Ownership" form may be obtained at no charge from the Department of Workforce Development, Equal Rights Division, P.O. Box 8928, Madison, Wisconsin 53708.

12. AWARD OF BID

A. An award will be based upon the lowest responsible and responsive Total Bid Amount in the Owner's best interests.

B. The Owner reserves the right to reject any or all bids, including bids which, in the opinion of Owner, are excessive or not sufficient to properly carry out the work. The Owner reserves the right to reject the bid of bidders who have previously failed to properly perform or complete on time contracts of similar nature. The City reserves the right to reject any or all bids, to waive informalities in any bid, and/or to accept a bid most advantageous to the City, without further explanation.

C. Bidder shall, if awarded the house relocation contract, deliver executed agreement forms within 10 days of the date of the Notice of Award, including satisfactory bonds which shall remain in effect until the house has been removed from the site and permanently placed on a foundation. Said bonds shall be 100% Performance Bond and 100% Labor and Material Payment Bond in the amount of Bid and on forms furnished by Owner.

13. TITLE TO HOUSE AND GARAGES

Upon removal of the buildings from 515 Hillis Court by the successful bidder, ownership of the house and two garages will be transferred to the successful bidder via bill of sale. The requirements for renovation of the existing house and the damages for failure to complete the renovations as stated in the Bid Form are incorporated herein.

14. PREBID HOUSE INSPECTION

Bidders may schedule a pre-bid house inspection by contacting the Mayor's Office.
Contact information:

Mayor Genisot
(715) 732-5139
sgenisot@marinette.wi.us