

The Town of Linn is accepting bids for pier work located at Robinson Hillside and Linn Pier. Specifications are available on-line at: www.townoflinn.wi.gov.

Proposed agreement is for one year with an option for a second year. On or before August 13, 2024, either party may terminate the agreement for the second year.

Piers are to be removed by mid-November, and then repaired and installed by the beginning of May.

All contractors are responsible for addendums. Bids are to be sent to the Town Clerk no later than 11:00 am CST on Friday, September 1, 2023. Submit in a sealed envelope marked "Pier Work". A public bid opening will follow at 11:15 am CST.

The Town of Linn reserves the right to accept or reject any or all bids, accept only for one pier, or to waive any informality in bids. Late receipts, e-mails and facsimiles will not be accepted. Contact the Town Administrator at 262-275-6300 ext. 12 or admin@townoflinn.wi.gov if you need assistance.

Request for Bids (RFB)
(Public Works Project Over \$25,000)
For

Town of Linn, WI

Published Date: August 15, 2023

RFB PROJECT DETAILS

1. General

It is the intent of the Town of Linn to contract with a contractor/vendor, hereafter referred to as the “Contractor” for seasonal removal, repairs, and installation construction of two piers. The piers are located at the Linn and Robinson Hillside boat launches.

All contractors are responsible for any addendums issued for this project.

Addendums

Town Website: When an open project is posted, addendum notification will be posted to the Town website: www.townoflinn.wi.gov.

RFB Tentative Project Timeline

Timeline	Dates
RFB Published	August 15, 2023
RFB Public Notice Advertised	August 17, 2023
RFB Questions Due	August 21, 2023
RFB Questions & Answers Published	August 23, 2023
RFB Responses Due from Contractors via sealed bid (bid opening will follow)	September 1, 2023
Committee Recommendation to Town Board	September 6, 2023
Town Board Approval to Contract	September 11, 2023
Estimated Completion of Signed Contract	September 25, 2023

RFB Questions Due: August 21, 2023 by 3:00pm

Questions-All questions related to this RFB must be in writing and received by the Town Administrator-Treasurer, no later than the due date.

- Questions can be delivered via email to: admin@townoflinn.wi.gov
- Questions MUST be clearly marked in the subject line: “Questions for Pier Work”

MAILED, PHONE CALL AND FAXED QUESTIONS WILL NOT BE ACCEPTED

RFB Questions & Answers Published Date: August 23, 2023 by 3:00pm

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Town of Linn website at: www.townoflinn.wi.gov > Community > Bids and RFPs
- It is the responsibility of all interested contractors to access the website(s) for project information. Calls for assistance with the website can be made to (262)275-6300 ext. 12.

7. RFB Due Date & Delivery Address Details: September 1, 2023 by 11:00am Responses are due to Town of Linn Clerk's Office no later than the Due Date to the Delivery Address:

Mailing Address: P.O. Box 130, Zenda, WI 53195

Physical Address: W3728 Franklin Walsh St., Zenda, WI 53195

Prospective contractors can submit Project Information by Hand Delivery, DHL, FedEx, Mail, UPS, USPS, etc.

In-person bid opening will follow at 11:15am at the Town Clerk's Office.

Hard copy project information:

- Must be in Sealed envelope
- Must be clearly marked with perspective project "Pier Work" on the outside of the sealed envelope in the lower left-hand corner
- Must be received, dated & time stamped by the due date

Project Requirements:

- No fax or email bid accepted
- No bid may be withdrawn for ninety (90) days
- Rates are to remain unchanged for the first year of the agreement, although total costs could change due to the scope of repairs.

Note: It shall be the responsibility of the sender to ensure bids arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective contractors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.

Please make sure the outside package is clearly labeled with the name of the project when mailing bids via a 3rd party delivery service. This ensures the bid can be applied to the appropriate project.

RFB Selection Criteria

Selection will be based on the lowest, qualified, and responsible bidder.

Award Notification

Intent to Award letters will be sent via email to all contractors submitting responses.

RFB Format & Submission Requirement

Any deviation from these requirements may result in the bid being considered non-responsive, thus eliminating the contractor from consideration. The bid shall include the following completed attachments:

- **INCLUDE RFB COST SHEET (SEE ATTACHMENT B)**
- **SUBMIT LIST OF QUALIFICATIONS, INCLUDING EXPERIENCE IN WORK, EQUIPMENT, AND PAST PERFORMANCE**
- **SUBMIT LIST OF SUBCONTRACTORS IF ANY ARE BEING USED FOR PROJECT**
- **RFB ADDENDUM ACKNOWLEDGEMENT (SEE ATTACHMENT C) IF ADDENDUM(S) EXIST** for this project, then sign and date the attachment.

- **INCLUDE BIDDER'S CERTIFICATE WITH YOUR BID (SEE ATTACHMENT D). FAILURE TO PROVIDE WILL RESULT IN THE AUTOMATIC REJECTION OF THE BID.**

IMPORTANT: If you have any questions about the requirements for this project, email the Town Administrator at admin@townoflinn.wi.gov.

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your bid.
2. **Cancelled Project Records:** Town of Linn reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
3. **Laws:** All work shall conform to all applicable industry, Federal, Wisconsin, Walworth County, and Local Laws, Codes, perform Ordinances, OSHA requirements and Standards.
4. **License:** Contractors performing work are required to have a Contractor's License from the State of Wisconsin. All Licenses for any contractors must be current on the day of bidding and throughout the length of the project.
5. **Measurements:** Contractors are responsible for all measurements.
6. **Permits:** Contractor shall be responsible for securing all permits and underground utility locates as necessary.
7. **Project Manager:** Contractor shall provide a Project Manager who will act as a single point of contact for the Town of Linn.
8. **Rejection of Submission:** The Town of Linn reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted and/or to request clarification of any bid/proposal.
10. **Site Protection / Cleanup:** Contractor is responsible for the proper handling of materials to include discard of debris and keeping the work site clean. Contractor is responsible for restoring any ground or landscaping disruption due to construction of this project.
11. **Taxes:** The Town of Linn and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.
12. **Unfair Advantage:** The Town prohibits contractors, who have been awarded a contract and provided drawing specifications, from being able to bid on future construction projects related to those drawings to avoid a potential unfair advantage.
13. **Insurance:**

Insurance Certificate may be submitted after the Contract is awarded but prior to starting any work.

- a) The Contractor shall not commence work until he/she has obtained all the insurance required under this paragraph and such insurance has been approved by the Town.
- b) **Worker's Compensation Insurance:** The Contractor shall procure and shall maintain during the life of this contract Worker's Compensation Insurance as required by the State of Wisconsin for all of his/her employees to be engaged in work at the site of the project and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Worker's Compensation Insurance.
- c) **Comprehensive General Liability Insurance:** including products/completed operation with limits of liability of not less than **\$1,000,000** combined single limit Bodily Injury and Property Damage.

d) Automobile Liability Insurance: including non-owned and hired vehicle coverage limits of liability of not less than: Bodily Injury **\$1,000,000** each person, **\$1,000,000** each occurrence: Property Damage **\$1,000,000** each occurrence, combined limit **\$2,000,000**.

E) Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance: The Contractor shall procure and maintain during the life of this contract Contractor's Public Liability Insurance, Contractor's Property Damage Insurance and Vehicle Liability Insurance in the following amounts: **\$1,000,000**, **\$1,000,000**, **\$1,000,000**.

RFB Attachments

A. RFB Scope of Work, Specifications / Drawings

B. RFB Cost Sheet

C. RFB Addendum Acknowledgement: The Town of Linn reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the Town.

D. Contractor's Certification of Bid

E. RFB Estimated Off-season Repairs

F. Pier Diagram

ATTACHMENT A: RFB SCOPE OF WORK, SPECIFICATIONS / DRAWINGS

IF THERE IS ANY CONFLICTING INFORMATION BETWEEN THE ATTACHMENTS CONTAINED WITHIN ATTACHMENT A, THE TERMS AND CONDITIONS WITHIN THE RFB TAKE PRECEDENCE OVER THE ATTACHMENT A DOCUMENTS

Scope of Service for Linn and Robinson Hillside Pier

The Town of Linn is requesting bids for the purchase and complete repairs, removal, and installation of two piers at Geneva Lake. Here is the tentative schedule:

The Linn pier is located near N1994 Linn Road, Lake Geneva, WI, 53147. The Robinson Hillside pier is near N1813 Hillside Road, Lake Geneva, WI 53147. The contractor is to perform all work as indicated, complete in place including all necessary labor, equipment, tools, materials, and all other related items for the proposed project.

See the diagram for a representation of the piers. Water depth is approximately 8-8.5 feet at the end of the pier.

The Robinson Hillside pier includes twelve 12' slips, nine 10' slips, and the Town Fire Boat. The launch is approximately 240' length, 6' width.

The Linn pier is approximately 132' length, 8' width and does not include any slips.

Proposed agreement is for one year with an option for a second year. On or before August 13, 2024, either party may terminate the agreement for the second year.

Piers are to be removed by mid-November, and then repaired and installed by the beginning of May. If piers are damaged during the year, then the Contractor is expected to promptly complete repair work. At the end of the season, all brackets, bolts, screws, nails, and timber are to be stored in the pier sheds or in the beach area.

Estimated seasonal replacements and repair work is included in attachment E. Rates are to be based on expected scope of work. Scope may change depending on necessary repairs.

Underground utilities exist near or within the project area. During construction, the Contractor shall take the necessary precautions to avoid damaging the existing utilities within the limits of the project site.

Guarantees and warranties on workmanship and materials shall be stated in your bid.

ATTACHMENT B: Base Bid

RFB Pricing

BASE BID:

Provide costs for all labor, materials, and equipment to complete the project in strict accordance with the Specifications and/or Drawings

	LINN LAUNCH	HILLSIDE LAUNCH
Pier Installation:	\$ _____	\$ _____
Off-Seasonal Pier Repairs:	\$ _____	\$ _____
Pier Removal:	\$ _____	\$ _____
FOR THE SUM OF	\$ _____	\$ _____

ATTACHMENT C: RFB ADDENDUM ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your bid)

Important: Failure to submit this form when addendums have been issued may result in the rejection of your bid

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

- 1
- 2
- 3
- 4
- 5

Additional Addenda should be written here:

I have examined and carefully prepared the RFB from the plans and specifications and have checked the same in detail before submitting the RFB to the Town of Linn.

ATTACHMENT D: Bidders Certification

Bidder’s Certification

Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this section:
 - 1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 - 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

BIDDER: [Indicate correct name of bidding entity]

By:

[Signature]

[Printed name]

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature] _____

[Printed name] _____

Title: _____

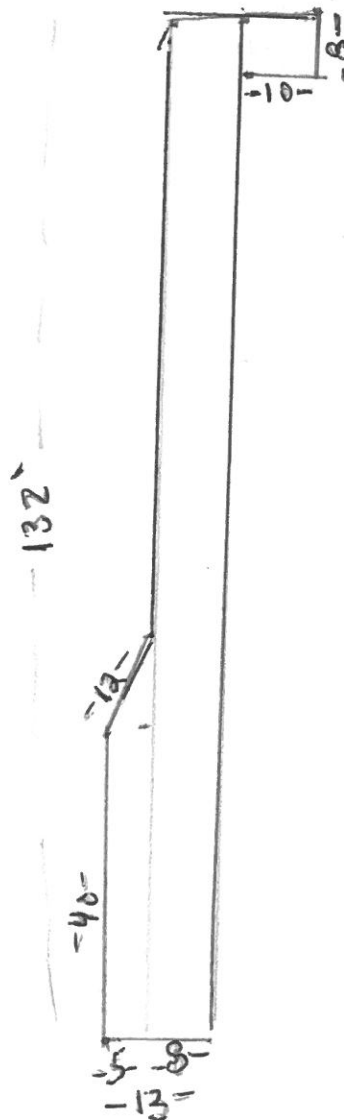
Submittal Date:

Address for giving notices:

Telephone Number: _____
Fax Number: _____
Contact Name and e-mail
address: _____

***ATTACHMENT E: Estimated Off-Season Replacements and
Repairs***

Linn Pier¹⁰
132' length



Annual
Estimated Pier Repair work

ITEM	DESCRIPTION	QTY	COST EACH	TOTAL
ACTION	PIER REPAIRS NEEDED FOR THIS YEAR ARE:			
	LINN PIER			
Build Deck	DECKING labor	5		
DFS-20601	2x6-1 select Doug fir painted	160		
TR-20401	2x4-1 Treated Pine	30		
Bostich S8DR	S8DR deck nail	180		
Build Horses	HORSES labor	4		
DFP2-60612	6x6-12 Doug fir #1 painted	2		
DFP2-60614	6x6-14 Doug fir #1 painted	2		
DFP2-60620	6x6-20 Doug fir #1 painted	1		
DFP2-21010	2x10-10 Doug fir #2 painted	8		
DFS-20601	2x6-1 select Doug fir painted	45		
CBZ1209.5	1/2x9.5 carriage bolt	16		
5/16x4	5/16x4 Lag Screw	48		
Bostich S10D	S10D nail	92		
Build Timbers	TIMBERS labor	3		
DFP2-60622	6x6-22 Doug fir #1 painted	1		
DFP2-60626	6x6-26 Doug fir # 1 painted	2		
Delivery	DELIVER REPAIR WORK	3		
	ROBINSON HILLSIDE			
Build Deck	DECKING labor	9		
DFS-20601	2x6-1 select Doug fir painted	270		
TR-20401	2x4-1 Treated Pine	72		
Bostich S8DR	S8DR deck nail	405		
DFP2-60610	6x6-10 Doug fir #1 painted OVERHEAD TIE	1		
DFP2-60612	6x6-12 Doug fir #1 painted OVERHEAD TIE	3		
Build CW	CATWALK labor	4		
DFP2-21016	2x10-16 Doug fir #2 painted	4		
		TOTAL		

SIGNATURE

