



Racine County Finance Department – Purchasing Division

Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403-1274
Phone (262) 636-3700
Fax (262) 636-3763

Kenneth J. Schmidt
Purchasing Coordinator

October 13, 2016

To Prospective Bidder:

You are invited to submit a bid for providing **Board-up and Winterization Services** to Racine County. Sealed bids are due on or before 2:00 p.m. CDT, Thursday, November 17, 2016. Racine County reserves the right to choose the offer deemed most advantageous to Racine County.

Electronic copy of this Invitation for Bid (IFB) is available for download from the Racine County website at <http://racinecounty.com/government/finance/purchasing-rfps-and-bids> under the Purchasing RFPs and Bids section of the web site.

Responses must be in a sealed envelope/container and show the firm's name, address, and solicitation number/name on the cover as instructed. Your response must be manually signed and dated and include all requested information.

Any questions regarding this Invitation to Bid must be submitted in writing and directed to:

Kenneth Schmidt
Purchasing Coordinator
Facsimile: 262-636-3763
E-mail: ken.schmidt@racinecounty.com

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from a vendor to any Racine County employee or elected official should be made during this process unless authorized by the Racine County Finance – Purchasing Division.

Sincerely,

Kenneth J. Schmidt
Kenneth J. Schmidt
Purchasing Coordinator

Encl: Bid Specifications

INVITATION FOR BID

Bid # 16-TR-002

RACINE COUNTY IN-REM BOARD-UP SERVICES

I. INTRODUCTION

The County of Racine is interested in obtaining bids to provide Board-up Services and Winterization Services for in rem real estate held by Racine County.

Examples of duties include:

Board-up of vacant structures in accordance with the City of Racine board-up procedures as specified within the City of Racine Ordinance Section 18-313.

Property winterization services to protect the property while it is unoccupied for an extended period of time.

A. Requirements

1. Be on scene within twenty-four (24) hours of being notified for non-emergency situations.
2. Be on the scene within one hour (1) for emergency situations.
3. Must possess all required tools and equipment needed for board-up and winterization services. The use of tools associated with the above examples of duties will be included in the bid servicing pricing schedule. Contractor will not assess an additional charge for use of personal tools.
4. Must have a cellular telephone and provide Racine County personnel with telephone numbers for 24 hour a day, seven days a week contact notification.
5. All work under this order will be coordinated through and approved by the Racine County Treasurer's Office as a condition precedent to contract compliance and payment for services.
6. Invoices for services shall be understandable in presentation so as to avoid confusion, shall furnish a good audit trail understanding and shall be applicable to the contract invoiced. Invoices shall be itemized for each service activity and shall include the following information, as applicable:
 - Site address
 - Number and size of windows/openings boarded
 - Number and type of doors installed
 - Scope of winterization services provided
 - Invoicing format will require Racine County Treasurer Department approval.

7. Contractor must have a valid Building Contractor registration with the State of Wisconsin Department of Safety and Professional Services.
8. The Racine County Treasurer's office and or his/her authorized designee must approve special equipment rental fees and special material in advance. Failure to obtain prior approval will result in denial of payment for said equipment or material.
9. Only one call-out charge will be assessed if services are required from contractor and the contractor is on scene from original call-out. Travel time will be paid from one location to another location.

II. **GENERAL CONDITIONS**

A. Bidder's Instructions:

Bidders are reminded to carefully examine the bid and specifications upon receipt. If the bidder does not fully understand the Invitation for Bid (IFB) or is in doubt as to the County's ideas or intentions concerning any portion of the Bid, any/all questions shall be submitted in writing to Kenneth Schmidt, Purchasing Coordinator by Monday, October 24, 2016, either by fax or e-mail for interpretation or correction of any printed material.

Fax: 262-636-3763

E-mail: ken.schmidt@racinecounty.com

Answers to all questions will be in the form of an Addendum and posted on Racine County's website by Wednesday October 26, 2016 (see Section B below).

B. Addendum

Any changes as a result of a written request will be issued via bid addenda to all prospective bidders and if necessary an extension will be made to the bid opening date. Addenda will be posted to the Racine County website : <http://racinecounty.com/government/finance/purchasing-rfps-and-bids> under the Purchasing RFPs and Bids section of the web site under Purchasing / Bids – Proposals.

Bidders are responsible for checking this website for any future addenda prior to the opening date. All addenda must be signed and returned with your bid as specified. Bidders who do not return the addenda may have their bids rejected. If you are unable to access the internet, contact the Racine County Finance – Purchasing Division at 262-636-3706 for a hard copy of the IFB Bid Addendum.

If a proposal packet is received from any source or entity other than the Racine County Finance – Purchasing Division, the bidder is responsible for contacting Racine County Finance – Purchasing Division to request that the firm's name be placed on the bid list for the project. Failure to do so in no way obligates the County to send out addendum or other information concerning this request to the firm.

C. Information for Bidders to complete and return:

Bidder must complete and return the following forms to submit a bid:

- Form A Certification of Vendor
- Form B Bid Rates
- Form C Experience
- Form D References

D. Method of Bid:

All bids are to be sealed. Two (2) copies of your bid shall be submitted on the Bid Forms A through D furnished with this bid package. A legally authorized representative of the bidder will sign this form in **blue** ink. Failure to fully complete bid package could result in rejection of the bid.

E. Addressing of Bids:

Sealed envelope shall be marked with bidder's return address, and shall be addressed as follows:

TO: KENNETH J. SCHMIDT
PURCHASING COORDINATOR
RACINE COUNTY COURTHOUSE, 4TH FLOOR
730 WISCONSIN AVE
RACINE, WI 53403

***In the lower left
hand corner note:***

***BID FOR BOARD-UP AND WINTERIZATION
SERVICES, DUE: November 17, 2016***

F. Late Bids:

Formal bids, amendments thereto, or requests for withdrawal of bids received by Racine County after time specified for bid opening will not be considered.

G. Completeness:

All information required by the Invitation For Bid (IFB) must be supplied to constitute a complete formal bid.

H. Bids Binding 60 Days:

Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid-opening date.

I. Cost Reimbursement:

Notice to all parties who either respond to the IFB or who enter into contractual negotiations with Racine County.

1. Responders to IFB and parties to contract negotiations with Racine County will not be reimbursed by Racine County for any expenses incurred prior to entering into any contract or agreement including but not limited to any expenses involved in preparing bids with contract negotiations.
2. Any expense involved in the preparation of an IFB or a bid response or involved contract negotiations is the responsibility of the party attempting to do business with Racine County.
3. Racine County will not be liable for expenses incurred by other parties in preparing bids or making pre-contract presentations, negotiating contracts or any other activity conducted prior to the signing of a written contract.

III. TERMS AND CONDITIONS

A. Non-Exclusive Rights:

Racine County will not grant exclusive rights to a single vendor for these required county services. Racine County reserves the right to utilize multiple contractor vendor sources in a program process most advantageous to Racine County.

B. Agreement Term:

The duration of this initial contract shall be for one (1) year. Subsequent contract renewals will be reviewed annually.

C. Default:

In case performance of any terms or provisions hereof (other than the payment of money) shall be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority, either local, state or federal, or because of riots, war, public disturbances, strikes, lockouts, differences with workmen, fires, floods, Acts of God, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence said party is unable to prevent the party so suffering may at its option suspend, without liability, the performance of its obligations hereunder (other than the payment of money) during the period such cause continues.

If either party shall refuse, fail or be unable to perform or observe any of the terms or conditions of this agreement for any reason other than mentioned in the preceding paragraph, the party claiming such failure shall give the other party a written notice of such breach. If, within thirty (30) days from such notice, the failure has not been corrected, the injured party may cancel the agreement effective ten (10) days after the end of said thirty (30) day period.

The Agreement may be cancelled without penalty or obligation of any kind, except as may otherwise be specifically set forth as an exception to this clause, identifying it by number or otherwise, by Racine County by, or on behalf of itself or its agencies, departments, officers, agents or employees immediately upon written notice to all parties that sufficient funds have not been budgeted by the County Board of Supervisors to pay for the obligations under this agreement.

D. Indemnity and Insurance:

1. To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless the County, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission or other fault of the Contractor or any subcontractor of the Contractor, or any officer, employee or agent of the subcontractor of the Contractor, or any other person for whom Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Contractor's indemnification obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of the County.
2. Contractor shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and licensed by the Wisconsin Insurance Department in an amount deemed acceptable by County. Upon the execution of this Contract and at any other time if requested by County, Contractor shall furnish County with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against County upon any matter herein indemnified against, County shall, within five working days, cause notice in writing thereof to be given to Contractor by certified mail, addressed to its post office address.

3. The Contractor shall:

- a. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
- b. Maintain commercial liability, bodily injury and property damage against any claim (s), which might occur in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including product liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
- c. Racine County and its officers and employees shall be listed as additional named insured's on Contractor's general liability insurance policy for actions and/or omissions performed pursuant to this contract.
- d. Contractor shall furnish Racine County with a Certificate of Insurance evidencing such coverage.

E. Independent Contractor Relationship:

It is mutually understood and agreed, and it is the intent of the parties that an independent contractor relationship be and is hereby established under the terms and conditions of this agreement; that employees of the Contractor are not nor shall they be deemed to be employees of Racine County; and, that employees of Racine County are not nor shall they be deemed to be employees of the Contractor.

F. Contractor's Title to Equipment:

All equipment installed by Contractor pursuant to this agreement is and shall at all times remain the property of Contractor, with title vested in Contractor. Racine County shall have no property interest in said equipment and shall have no obligation to insure said equipment.

G. Assignment:

Neither Contractor nor Racine County may assign or transfer this agreement, or any part thereof, without the written consent of the other party.

H. Experience / References:

The bidder shall submit Form C, EXPERIENCE FORM, as provided in the bidder's package attached to this IFB. Said form shall provide proof of experience, financial responsibility and years of service. Names, addresses and telephone numbers of three (3) references capable of verifying quality of service and business integrity shall be provided on Form D, REFERENCES. Failure to provide this information will cause the bid to be rejected.

I. Affirmative Action:

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Vendor page, you indicate your acceptance and compliance.

IV. CONTRACTOR'S RESPONSIBILITIES

Standards of Service

Board-up Services

Any in rem property within Racine County that is located where vandalism is known to cause undue damage to property is subject to board-up and winterization services as coordinated by the Racine County Treasurer's office. Such property is to be protected by employing the following minimum security specifications:

1. All windows and doors should be secured with ½" and ¾" "exterior plywood" panels, minimum B-D grade (respectively).
2. Window glass is to be removed and identified (when installation cannot be made without breakage) before installing boarding. Glass is to be stored inside the living units.
3. All boarding will be fit to the screen insert molding stop or door stop. Maximum clearance at all edges shall be 1/8".
4. All fabricated boards will be plainly marked on their inside surface with the exterior dimensions to the nearest 1/8" to facilitate interchanging.
5. All plywood panels are to be painted white, and included in the bid price per opening.
6. Install a hasp and padlock on the entry door closest to the city street.
7. Two (2) "before" and two (2) "after" photographs are required with each invoice as directed by the Racine County Treasurer's office.

Winterization Services

Upon request by the Racine County Treasurer's office the following winterization service will be performed to protect the property from cold weather damage.

1. The water supply should be turned off at the main valve inlet. The main water valve should be temporarily capped and terminated so that it cannot be turned back on by vagrants or anyone else who illegally enters/occupies the property. The water valve should be clearly marked with a warning notice that the property has been winterized.
2. All water lines should be thoroughly drained and blown out with compressed air.
3. All faucets should be opened and allowed to drain completely.
5. All appliances with water service are to be drained (ie: refrigerator with water supply).
4. The hot water heater should be drained completely.
5. The heating system should be turned off. Furnace unit should be turned off both at the thermostat and the circuit breaker on the electrical panel.

6. An environmentally safe antifreeze should be added to all toilet bowls, tanks, sink drain traps, dishwasher drain (if applicable) and the furnace condensate drain and basement floor drain (if applicable).
7. Clearly post warning notices on all fixtures and throughout the property noting that the property has been winterized and fixtures and drains are out of service and should not be utilized. All toilet bowls and sinks areas should have an 'X' duct taped across the open cavity clearly indicating that winterization services have been performed and that use of the fixture is prohibited.

V. AWARD CRITERIA

- A. Award
Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts a proposed bid. All bidders, by submission of their respective bids, agree to abide by the rules, regulations, and procedures of Racine County.
- B. Other Considerations:
Factors other than commission rate such as service and reliability may also be considered and could outweigh the consideration of bidding position.
- C. Rejection of Bids:
The County of Racine, through its duly authorized agents reserves the right to reject any or all bids, to waive all technicalities, and to accept the bid deemed most advantageous to Racine County.
- D. Tie Bids:
If two (2) or more bidders submit identical bids, the decision of the County to make award to one bidder shall be final.
- E. Disqualification:
Bidder shall complete all forms (A through D) included in the IFB. Failure to complete and return all forms will result in a noncompliance bid and will be viewed as a "No Bid".

Awards will not be made to any person, firm, or company in default of a contract with the County, or to any bidder having as its sales agent, representative, or any member of the firm, any individual previously in default or guilty of misrepresentation.
- F. Notice of Acceptance:
Written notice of award to bidder in the form of a letter, contract, or purchase order, mailed or delivered to the address shown on the bid, will be considered sufficient notice of acceptance of bid.
- G. Bid Results:
Bidders may secure information pertaining to results of the bids following bid award by request to Racine County Finance Department – Purchasing Division, Monday through Friday, between 8:00 a.m. and 5:00 p.m. The telephone number is (262) 636-3706.

FORM A

CERTIFICATION OF VENDOR

16-TR-002

RACINE COUNTY BOARD-UP AND WINTERIZATION SERVICES

I fully understand the requirements stated above and certify on behalf of my company that we can meet these requirements.

Signature: _____

Date: _____

Print/Type Name: _____

Title: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone No: _____ Fax No.: _____

E-mail Address: _____

NOTE: This form must accompany bid.

FORM B

BID RATES

Bid # 16-TR-002

RACINE COUNTY IN-REM BOARD-UP SERVICES

SCHEDULE OF COSTS

Winterization Services

Winterization Services (*per Racine County specification*) Amount per unit: \$ _____

Board-up Services

Secure a property (Screwed or 2x4's) Cost: \$ _____

Secure a property (lock and hasp) Cost per site visit: \$ _____

Board-up Services (Site visit and board-up) Cost: \$ _____

Board-up Doors (door each) Cost per installation: \$ _____

Board-up Basement Window (window each) Cost per window: \$ _____

Board-up 1st Floor and Porch Window (window each) Cost per window: \$ _____

Board-up 2nd floor Window (window each) Cost per window: \$ _____

Re-secure Boarded Unit Cost to re-secure: \$ _____

ALTERNATE PRICING

*Cost of Board-up Services
with Racine County supplying painted (one side only) white plywood sheeting material*

Board-up Basement Window (window each) Cost per window: \$ _____

Board-up 1st Floor and Porch Window (window each) Cost per window: \$ _____

Board-up 2nd floor Window (window each) Cost per window: \$ _____

Board-up Door Cost per installation: \$ _____

Form B

Additional notes or comments:

Proposer Firm: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

FORM C

EXPERIENCE

Bid # 16-TR-002

RACINE COUNTY IN-REM BOARD-UP SERVICES

PREVIOUS BOARD-UP & WINTERIZATION EXPERIENCE

VI. Municipality, Institution or Business:

Contact

Person: _____

Phone: _____

E-mail: _____

Detail Of Experience *(Functions completed, dates of service, etc.)*

(Additional information may be presented by attachment)

NOTE: This form must accompany bid.

FORM D

REFERENCES

Bid # 16-TR-002

RACINE COUNTY IN REM BOARD-UP AND WINTERIZATION SERVICES

List three (3) references with similar scope of work and volume of service that may be contacted as to your experience, dependability, and reliability.

1. Company: _____
Address: _____
City/State/Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
E-mail address: _____

2. Company: _____
Address: _____
City/State/Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
E-mail address: _____

3. Company: _____
Address: _____
City/State/Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
E-mail address: _____

NOTE: This form must accompany bid.