

June 17, 2024

Dear Prospective Bidder:

You are invited to submit a quote for # 24-FM-03 to provide Racine County Facilities Management **IR Scanning of the Courthouse and Law Enforcement Center (LEC)**. The specifications and general purchasing conditions are included in the attached bid.

Submitted proposals are due on or before **10:00a.m. CST on Tuesday, July 16, 2024**, at www.demandstar.com. Late proposals will not be accepted.

Responses must be received electronically by due date listed in section F submitted via www.demandstar.com.

General questions regarding the bid should be directed to Duane McKinney at (262) 636-3700 or via email at Duane.McKinney@racinecounty.com.

Technical questions should be submitted via email to Andrew Kallenbach, Deputy Superintendent of Facilities Management, at Andrew.Kallenbach@racinecounty.com.

A **MANDATORY** pre-bid conference will take place at the Racine County Courthouse, 1st Floor Conference Room, 730 Wisconsin Ave. Racine, WI 53403 at 10:00 AM, Tuesday June 25, 2024. Walk through of project to follow immediately after the meeting. No bids will be accepted from any contractor who fails to attend the pre-bid conference. Contact the Facilities Department at (262) 636-3104 if you plan on attending.

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. Contact to any Racine County employee or elected official regarding this Request for Bid during this process is prohibited unless authorized by the Racine County Purchasing Manager.

Sincerely,

Andrew Kallenbach
Deputy Superintendent

Enclosure: Bid Packet

REQUEST FOR BID
Bid# 24-FM-03

Racine County IR Scanning of the Courthouse and Law Enforcement Center

I. INSTRUCTIONS TO BIDDER

A. SCHEDULE

Issuance of RFB:	Monday, June 17, 2024
Mandatory Pre-Bid	Tuesday June 25, 2024
Deadline for Vendor Questions:	Thursday, June 27, 2024
Response to Questions via Addendum:	Tuesday, July 2, 2024
Bid Due Date:	Tuesday, July 16, 2024

B. BIDDER'S QUESTIONS

Respondents are reminded to carefully examine the proposal and specifications upon receipt. If the Respondent does not fully understand the RFQ or is in doubt as to the County's ideas or intentions concerning any portion of the Proposal, the Respondent shall submit any/all questions in writing to Duane McKinney, Purchasing Manager, by 4:00 pm on Thursday June 27, 2024, by e-mail for interpretation or correction of any of the printed material. E-mail:

Duane.McKinney@racinecounty.com

Answers to all questions will be sent to known Respondents by July 2, 2024, in the form of an addendum. Any addenda will be posted on Racine County's web site

<https://www.racinecounty.com/departments/finance/purchasing-rfps-and-bids>

C. ADDENDA

Any changes made to the RFB after posting will be issued via addenda to all known respondents and if necessary, an extension will be made to the proposal opening date. The original RFB and any addenda will be posted to the Racine County Website (<https://www.racinecounty.com/departments/finance/purchasing-rfps-and-bids>) under Bids/Proposals. Respondents are responsible for checking this website for any future addenda prior to the opening date. All addenda must be signed and returned with your submitted proposal as specified in the addenda. Respondents who do not return the addenda may have their proposals rejected.

If a respondent receives an RFB packet from any source or entity other than Racine County Purchasing, the respondent is responsible for contacting Purchasing and requesting the firm's name be put on the proposal list for the project. Failure to do so in no way obligates the County to send out an addendum or other information concerning this request to the firm.

D. METHOD OF BID

Bidders shall submit bids on the Bid Form provided. A legally authorized representative of the bidder shall sign the Certification of Vendor. Bids written in pencil or in a format other than the Attached worksheets will be rejected. Erasures or corrections of mistakes on Bid Form must be

initialed by bidder. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

E. INCURRING COSTS

Racine County shall not be liable for any costs incurred by a vendor in replying to this Request for Quote (RFQ) including any vendor meetings.

F. DUE DATE

Your electronic quote is to be received by 10:00 a.m. Tuesday, July 16, 2024, in the offices of the Racine County Purchasing Division. Proposal is to be submitted electronically via www.demandstar.com.

G. SUBMISSION OPENING

Respondents are advised that there will be a **VIRTUAL** public opening for this RFB. bids received by the date and time of closing will be opened at a Microsoft Teams meeting administratively by specific members of the County and at a time subsequent to the closing. On the specified closing date, only the names of the Respondents submitting a response shall be made available.

H. AMENDMENTS TO BIDS

Each bidder will be allowed a period of forty-eight (48) hours after the time and date set for receipt of bids to notify the County in writing of a material mistake in the bid. Failure of bidder to notify the County in the manner and within the time limit specified above will constitute a waiver by the bidder of all rights and remedies relative to a material mistake. Formal bid amendments thereto or requests for withdrawal of bid received by Racine County after time specified for opening will not be considered.

I. LATE BIDS

Late bids will not be accepted and will be returned unopened.

J. WITHDRAWAL OF BIDS

Bids may be withdrawn upon written or electronic request from bidder prior to time and date fixed for bid opening. Negligence on the part of the bidder in preparing their bid response confers no right for withdrawal of the bid after it has been opened. Bids that are withdrawn prior to the time and date set for bid opening will be returned unopened.

K. BID BINDING – 60 DAYS

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

L. PROPRIETARY INFORMATION

All vendor-supplied materials, including the vendor's proposal, become the property of Racine County. Racine County will work with vendors to meet their confidentiality requirements, if they are within reason. All vendor confidential and proprietary material must have each page clearly marked as confidential. Wisconsin "Open Records Laws" apply.

II. TERMS AND CONDITIONS

The terms and conditions included in this RFB shall be incorporated into and made a part of any subsequent agreement between Racine County and the successful vendor.

A. CONTRACT TERM

The work shall be completed as soon as possible, but no later than 180 calendar days after execution of the contract.

B. TAX EXEMPTION

All bids are tax exempt as Racine County is not subject to Federal or State Tax.

C. HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the County of Racine, their agents, officials and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor or his employees, or of any Subcontractors, or any of their Material Suppliers, or employees and the Contractor shall at his own expense, appear, defend and pay all charges of attorneys and all costs any other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the County of Racine in any such action, the Contractor shall, at his own expense, satisfy and discharge the same.

D. PURCHASE ORDERS

No shipment shall be made under the contract until a Purchase Order has been received unless otherwise agreed to by the Purchasing Manager or Finance Manager in writing.

E. 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.

III. CONTENTS OF QUOTE

Each bid submission shall contain the following documents in this order:

1. Certification of Bidder
2. Bid Proposal Form
3. Minimum Specifications

Failure to fully complete bid package could result in rejection of the bid.

IV. AWARD CRITERION

A. RESPONSIBLE BIDDER

Award will be made to the lowest responsive, responsible bidder conforming to the specifications, terms and conditions, or to the most advantageous bid for Racine County on a quality versus price basis.

B. AWARD AUTHORITY

The Racine County Buildings and Facilities Department will be the sole judge of the quality and suitability of the equipment, materials and/or services offered in its determination of the successful bidder.

All bidders, by submission of their respective bids, agree to abide by the rules, regulations, and procedure of Racine County. Racine County reserves the right, at its sole discretion to utilize the services of an independent ancillary service with the most successful bidder. Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts the proposed bid.

C. DISQUALIFICATION

Vendor shall bid on all items listed in the RFB. Bids with substitutions and/or failure to provide pricing 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.

D. TIE BIDS

If two (2) or more bidders submit identical bids, the decision of the County to make award to one or more of such bidders shall be final.

V. MINIMUM SPECIFICATIONS

Bidders are required to review the specifications in its entirety. Any exceptions or substitutions to the specifications shall be listed and provided on a separate sheet.

Failure to fully complete bid package could result in rejection of the bid.

CERTIFICATION OF VENDOR

Bid # 24-FM-03

Racine County IR Scanning of the Courthouse and Law Enforcement Center

The undersigned, submitting the bid, hereby agrees with all the terms, conditions, and specifications required by the County in this RFP and declares that the attached proposal is in conformity therewith.

The undersigned attests to the following:

- I have reviewed in detail the RFP and all related attachments and information provided by Racine County before submitting this proposal.
- I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.

SIGNATURE _____

TYPED/PRINTED NAME _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

DATE: _____

BID FORM

Racine County
Facilities Management
Racine County IR Scanning of the Courthouse and Law Enforcement Center
730 Wisconsin Avenue
Racine, WI 53403

Racine County Purchasing Department
RFB #24-FM-03

BID DUE

**Tuesday July 16, 2024
10:00 am local time**

(Company Name)

(Name of Company Representative)

(Street Address)

(City, State, and Zip)

(Telephone Number)

(Email Address of Representative)

We/I, the above, hereby agree to execute a contract, if this offer is accepted, in strict accordance with all instructions, documents, specifications and drawings contained in RFP #24-FM-03 as prepared by the Racine County Purchasing Department.

LUMP SUM BASE BID:

Provide a bid for all work shown in the Racine County Purchasing Department
RFP #24-FM-03:

\$ _____ = Base Bid Amount
_____ (dollars)

ADDENDUM RECEIPT

We acknowledge the receipt of:

Addenda # _____ dated _____

Addenda # _____ dated _____

Addenda # _____ dated _____

Addenda # _____ dated _____

CERTIFICATION OF PROPOSAL

By signing and sealing below, we/I hereby certify that this bid proposal shall be valid and subject to acceptance by the OWNER through written notification, for a period of ninety (90) calendar days after the scheduled closing time and date for receipt of proposals.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

END OF BID FORM