

**Request for Bids (RFB)  
for City of Clintonville**

**Removal and Installation – Bucholtz Park Ball Diamond #2 Lighting**

**Posting Date:  
Tuesday, March 19<sup>th</sup>, 2024**



**Response Deadline:  
Tuesday, April 2, 2024  
12 PM Central Daylight Time (CDT)**

**To:**

**City of Clintonville  
Attn: Justin Mc Auly, Public Works Director  
50 10<sup>th</sup> St.  
Clintonville, WI 54929**

## BACKGROUND

City of Clintonville is requesting bids for the removal and replacement of our existing lighting system at Bucholtz Park Ball Diamond #2. We would like the existing poles, fixtures, breaker panel to be removed and replaced. The Clintonville Utilities will assist in the removal of the current poles and disposal of. The selected contractor must remove the brackets, light fixtures and wiring from the poles after they are on the ground. The Clintonville Utilities will also dig and set the new poles. The system is to be upgraded to LED lighting.

Notwithstanding any other provisions of the RFB, City of Clintonville reserves the right to reject any or all bids, to waive any irregularity or informality in a bid, and to accept or reject any item or a combination of items when doing so would be to the advantage of City of Clintonville or its taxpayers.

It is further within the right of City of Clintonville to reject bids that do not contain all elements and information requested in this document.

City of Clintonville shall not be liable for any losses incurred by the contractor submitting the bid. The cost of preparing a bid to this RFB is not reimbursable in part or in whole. Any bid received will become the property of City of Clintonville and a matter of public record. Any proprietary material or information should be marked and submitted as a supplement to the bid to allow the City to protect the information as warranted.

Contractors are to visit the facility prior to submitting a bid. Contractors must contact City of Clintonville Public Works Director via e-mail to [jmcauly@clintonvillewi.gov](mailto:jmcauly@clintonvillewi.gov) or phone at (715) 250-0216 to schedule a site visit. Bids will not be accepted without a scheduled visit with the Public Works Director.

## TENTATIVE PROJECT TIMELINE

RFB Posted	Tuesday, March 19 <sup>th</sup> , 2024
Site inspections (must schedule)	March 19 <sup>th</sup> – 29 <sup>th</sup> , 2024
RFB Responses Due from potential contractors	Tuesday, April 2 <sup>nd</sup> , 2024
Finance & Personnel Committee Recommendation	Monday, April 8 <sup>th</sup> , 2024
Award notification date (subject to change)	Wednesday, April 10 <sup>th</sup> , 2024
Project start date	Any time after April 10 <sup>th</sup> , 2024
Project must be completed by	Thursday, May 16 <sup>th</sup> , 2024*
*depends on lighting package and pole delivery	

## RFB DUE DATE AND DELIVERY ADDRESS DETAILS

All Bids are due by no later than 12:00 PM central time, Tuesday, April 2<sup>nd</sup>, 2024. It is the contractor's responsibility to ensure their Bid is received by the due date and time. There will be no exceptions regardless of the circumstance.

Bids shall be clearly labeled **SEALED BID #31924** and submitted to the location/address listed below.

Bids can be hand delivered or mailed. To facilitate evaluation of Bids, submit one clearly marked "original" along with one (1) sealed copy. The bid shall be prepared with a straightforward, concise delineation of the contractor's capabilities to satisfy the requirements of the RFB.

Delivery Address for Hand Delivery, USPS, UPS, DHL, Fed X, etc.:

Justin Mc Auly, Public Works Director  
City of Clintonville  
**SEALED BID #31924**  
50 10<sup>th</sup> St.  
Clintonville, WI 54929

A contractor may withdraw or modify its Bid by providing written notice prior to the due date.

## **BID FORMAT**

All Bids must be typewritten on standard 8 ½” x 11” paper (larger paper is permissible for charts and spreadsheets) separating each section. Please print on both sides/duplex the Bid.

Bids should be prepared in a simple, cost effective format providing a straightforward, concise description of the contractor’s capabilities to satisfy the requirements of the RFB. The use of elaborate materials and the inclusion of additional information that has no direct bearing on the project are not desired. Emphasis should be placed on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

## **RFB REQUIREMENTS AND SPECIFICATIONS**

The City has determined that the following details shall be provided in all submitted Bids to be considered for this service.

### **Requirements:**

Any deviation from these requirements may result in the bid being considered non-responsive, thus eliminating the vendor from further consideration.

Potential respondents shall not contact, by written or verbal communication, anyone on the Parks and Recreation Committee, Finance and Personnel Committee or Common Council or City employees for information regarding this RFB, other than as expressly permitted by this RFB.

The bid shall be sealed and labeled with the following information:

- Name of Contractor
- Address
- Contact Person
- Telephone Number
- E-mail Address

Contractor shall include the following details in the Bid:

- An itemized breakdown of the labor & materials needed for the project with cost
- Attachment A – Signed Statement of Understanding of Bid
- Attachment B – Bid Cost Summary
- Attachment C – Insurance Requirements

- All respondents shall submit as a part of their bid a federal W-9 Form (request for taxpayer information), the address that payments are to be made to, and an insurance certificate copy.
- Guarantees and warranties on workmanship/materials shall be stated in the bid.

## **SCOPE OF WORK**

The contractor shall provide a plan and approach that will meet the requirements of this RFB.

All work must be performed in accordance with federal, state and local codes.

This project shall consist of demolition of existing lighting system, removal of all debris, supplying of materials and installation (except the lighting package).

All submitting contractors must submit manufacture and basic model numbers, manufacturer specifications and cut sheets with the bid submittals. If selected we expect to have a formal binder or folder or flash drive with all information, manuals, etc. filed within at the completion of the project.

### **Specifications:**

#### **Service**

- Install a new breaker panel and new breakers with a set of maintenance outlets near panel onto the 3<sup>rd</sup> base dugout wall. (label breakers).
- Grounding per NEC
- Surge protector for the lighting system.
- Demo of existing metering.

#### **Poles/Lighting**

- 100 Amp Circuits to 4 poles with/sub-panels
- 100 Amp 6 Circuit Loadcenters
- Pole Grounding per NEC
- IMC Pipe runs up poles to lighting junction box (poles/drilling by Clintonville utilities)
- Wood poles are to measure 50' above ground.
- We will need the proper underground wiring buried to each pole from the source.
- Provided brackets and hardware to be installed on poles to mount LED light fixtures.
- Installation of the LED lighting based off of the lighting installation diagram provided with the lighting package.
- Restore the disturbed areas of turf, backfill and reseed with straw/grass seed.

### **Miscellaneous**

- The City of Clintonville will be responsible for obtaining the local building permit.
- Any other permits or plans that are needed will be the responsibility of the Contractor.
- The removal, disposal of old poles and furnishing and installation of new poles will be done by the Clintonville Electrical Utility.
- The Lighting package will be purchased by the City of Clintonville from Wisconsin Lighting Lab of Fond Du Lac, WI.
- Old fixtures/wiring/panels, etc. to be disposed of by contractor.

## **Disposal of Material**

Contractor shall legally dispose of all waste material generated from the project at a dump site compliant with Local, State and Federal regulations.

## **BILLING/INVOICING**

The City of Clintonville issues payment once per month and it occurs after Common Council approval, second Tuesday of each month. We understand a partial payment at the start of the project is appropriate for purchasing materials, but the final payment will not take place until the project is complete and passes inspection.

## **COST BID (ATTACHMENT B)**

Provide a complete cost Bid as additional travel and related expenses will not be accepted and shall be included in the costs. The Bid must be a **“not to exceed” bid**. The price that is given in the bid is the final price and there will not be any additional payments given over and above the listed price in the bid to the contractor. Cost Bids MUST be submitted using the provided Cost Sheet, Attachment B. Any supporting information shall be submitted as attachments to the Cost Sheet. Pricing is to remain firm for one hundred twenty (120) days from date of Bid due date.

## **OTHER**

All work shall conform to all applicable industry standards, federal, state and local laws, codes and ordinances.

No contractor will be provided with financial and/or competitive contractor information on this Bid until after the award of contract has been made. To the extent possible, it is the intent of City of Clintonville to withhold the contents of the Bid from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of City of Clintonville. At the time, all Bids will be available for review in accordance with the Wisconsin Open Records Law. City of Clintonville shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

City of Clintonville and its departments are exempt from payment of all federal, state and local taxes on its purchases except Wisconsin excise taxes.

Any contract between contractor and City of Clintonville shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under such contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

City of Clintonville is an Equal Opportunity Employer.

If the selected Contractor is unable to finish the project by or before the deadline there will be a penalty of a half percent of the total project cost deducted from the final payment, each week past the deadline. If something occurs outside of the Contractor's control than the penalty will be waived.

By responding to this Bid, prospective contractors acknowledge and accept the attachments, including insurance requirements and service template contract sample attached.

## **ATTACHMENTS**

- A.** Attachment A – Signed Statement of Understanding of Bid Sheet
- B.** Attachment B – Bid Cost Summary
- C.** Attachment C – Insurance Requirements

**ATTACHMENT A**  
**Removal and Installation – Bucholtz Park Ball Diamond #2 Lighting**  
**Statement of Understanding of Bid**  
*(Use of this form is required when submitting bid)*

---

Contractor Name

---

Contractor's Address

---

City                      State                      Zip Code

---

Contact person's name & position

---

Contractor's Phone number

Contractor's E-mail

We have read the City's Request for Bids (RFB) for Removal and Installation – Bucholtz Park Ball Diamond #2 Lighting services and fully understand its intent. We certify that we have adequate personnel, equipment, and license to conduct the sale. We understand our ability and fitness to conduct the sale shall be judged solely by City of Clintonville. In addition, we certify that:

- a) Our bid is not made in the interest or on behalf of any person not named therein;
- b) We have not directly or indirectly induced or solicited any person to submit a false or misleading bid or to refrain from bidding;
- c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- d) We have thoroughly examined the RFB requirements, and our proposed fees cover all costs for the equipment we have proposed; and
- e) We acknowledge and accept all the terms and conditions included in the RFB

---

Signature of Contractor or Contractor's Representative

---

Date

**ATTACHMENT B**  
**Removal and Installation – Bucholtz Park Ball Diamond #2 Lighting Cost**  
**Bid Sheet**

*(Use of this form is required when submitting bid)*

**Cost for Services**

Any non-local permitting	\$ _____
Engineering (if needed)	\$ _____
Removal of existing equipment	\$ _____
Labor for installation	\$ _____
Material cost	\$ _____
Total Cost (the project <b>“not to exceed”</b> this amount	\$ _____

An itemized list of the labor costs for removal and installation along with an itemized material lists with costs needs to be inserted behind Attachment B.

Contractor Information:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Comments: \_\_\_\_\_





## **Cancellation Notice**

City of Clintonville will be given 30 days' notice in advance of cancellation, non-renewal, or material change in coverage.

## **Proof of Insurance**

A valid Certificate of Insurance shall be issued to City of Clintonville prior to commencement of work.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the City.

The certificates of insurance shall include reference to the RFB number in the description section of the certificate.

The certificate of insurance will be delivered to City of Clintonville prior to the execution of the contract.

City of Clintonville  
50 10<sup>th</sup> St.  
Clintonville, WI 54929