

1 **SINGLE TRADE CONTRACTOR (STC) INVITATION TO BID (Rev 8/2022)**  
2 **DIVISION OF FACILITIES DEVELOPMENT**

3  
4 **BUILDING AUTOMATION SYSTEM UPGRADES**  
5 **KETTLE MORAINÉ CORRECTIONAL INSTITUTION**  
6 **DEPARTMENT OF CORRECTIONS**  
7 **PLYMOUTH, WISCONSIN**

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9 Division Project No. 22C1Y

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11 **BID SUBMISSION DUE by 1:00PM, BID OPENING for Single Trade - Mechanical Bidders: 2:00**  
12 **P.M., OCTOBER 19, 2023.**

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14 OWNER: State of Wisconsin, Department of Administration, Division of Facilities Development,  
15 hereinafter termed DFD.

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17 **All potential bidders must be certified by DOA prior to submitting bids on state construction**  
18 **projects over \$50,000.** All bids received from contractors who are not certified will be rejected. Contractor  
19 certification applications and instructions for completing the form may be obtained from the DOA Website  
20 DFD Contractor Certification page: <https://doa.wi.gov/Pages/DoingBusiness/ContractorCertification.aspx>  
21 or upon request from DFD--email [dfdcertification@wisconsin.gov](mailto:dfdcertification@wisconsin.gov).

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23 **Only bidders who have been certified by DOA as a qualified and responsible bidder in the**  
24 **Mechanical division of work may bid on this project.**

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26 **This project is being let using a new single trade bidding and contracting process. When 85% or**  
27 **more of the construction cost of a project could be completed by a Single Trade Contractor**  
28 **(mechanical, electrical, plumbing, or fire protection), the Department may bid and contract all work**  
29 **of that construction project directly to a Single Trade Contractor. The State will enter into a single**  
30 **contract with the lowest, qualified, responsible, certified single trade MEP contractor. Single trade**  
31 **MEP contractors may bid on single trade projects up to their current division of work certification**  
32 **level for that trade. All Work for this project will be awarded to a single trade Mechanical**  
33 **contractor. Bidders shall submit a Single Base Bid for all Work.**

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35 Sealed bids will be received as follows, before the time indicated above:

- 36 • **PDF scanned file of all required bid documents, including bid and bid bond forms with**  
37 **original wet signatures or properly transmitted electronic signatures (only PDF files will be**  
38 **accepted) emailed to [loadfdmbidsubmission@wisconsin.gov](mailto:loadfdmbidsubmission@wisconsin.gov) (this is the preferred method);**
- 39 • **US Mail or Third-party delivery (UPS, Fedex, or DHL) to State of Wisconsin,**  
40 **Administration Building, 7<sup>th</sup> Floor, 101 East Wilson Street, Madison, Wisconsin 53703; or**
- 41 • **Hand delivery to the drop box labeled SEALED BIDS ONLY in front of the State of**  
42 **Wisconsin Administration Building located at 101 East Wilson Street, Madison, Wisconsin**  
43 **53703.**

44  
45 The bidder is responsible for the sealed bid being delivered to the indicated location or email before the  
46 time specified for the bid submission. Third party delivery is entirely at the bidder's risk.  
47 Bid opening will be conducted via Microsoft Teams. Bidders may call the Microsoft Teams teleconference  
48 number: (608) 571-2209, conference ID: 484 588 360#, on the day of the bid to hear the bid results  
49 announced on the day bids are due. The conference line will be open at 1:45 P.M. CDT and all bids will be  
50 opened after 2:00 P.M. CDT. Bidders may also join the Microsoft Teams meeting via Microsoft Teams:  
51 [Click here to join](#)

52  
53 In general the work consists of replacing the existing controls at the facility to maintain reliable operation  
54 of the Heating, Ventilating and Air Conditioning (HVAC) equipment. The existing controls for the HVAC

1 systems are a mixture of Siemens Apogee Building Automation System (BAS) with legacy controllers that  
2 are no longer supported, and pneumatic controls that have reached the end of their useful life.

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4 Bidding documents (drawings, specifications, and addenda) may be obtained only as electronic files (in  
5 PDF format): as a downloadable file from the Division's Projects Bidding website (see website address  
6 below) and/or on compact discs or DVD by ordering from the Construction Project Bidding Opportunities  
7 webpage. Bidding documents may also be seen at various Builders' Exchanges. Additional project bidding  
8 information, including plan holders lists are available on the Division of Facilities Development public  
9 website: <https://doa.wi.gov/Pages/AboutDOA/FacilitiesDevelopment.aspx>. After opening the web page,  
10 select Current Construction Project Bidding Opportunities at the bottom of the screen. Bidder shall identify  
11 the division of work they are bidding on when requesting Bidding Documents online. No deposit is  
12 required to obtain documents for bidding purposes.

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14 **Base Bids will be received as follows: A single lump sum bid for All Work.**

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16 Bid Guarantee in the amount of 10% of the Bid must accompany each bid submitted.

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18 Contract offer, and construction phase records will be processed electronically on the WisBuild™ DFD  
19 Information System.

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21 **The 2017-2019 Wisconsin State Budget (2017 Wisconsin Act 59) repealed Wisconsin's prevailing  
22 wage laws. Effective September 23, 2017, state prevailing wage requirements on state building  
23 projects no longer apply. These changes take effect for projects advertised for bid after September  
24 23, 2017. This change does not affect the Federal Davis Bacon Act requirements.**

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27 A non-mandatory pre-bid tour is scheduled for 9 am SEPTEMBER 19, 2023 at the Kettle Moraine  
28 Correctional Institution. It is encouraged that contractors attend. If your firm plans to attend the non-  
29 mandatory pre-bid tour, all attendees must submit completed background check form DOC-2430  
30 (Rev.1/20/19) and PREA form DOC-2786 (5/2016) at least 48 hours prior to the pre-bid tour start time.

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32 Forms DOC-2430 and DOC-2786 can be downloaded using the following website address:  
33 <https://dynamicmke.box.com/s/ags5e12tkameam51z2vyq2ncaz05vsst>

34  
35 Nobody will be allowed to attend the pre-bid tour without a successful background check and a signed  
36 PREA form. Since attendees will have minimal contact with inmates during the pre-bid tour, the  
37 Department of Corrections will not be providing formal training for PREA at this time. No phones,  
38 cameras or other electronic devices are allowed during the tour. Photos during the tour are not allowed.

39  
40 Email completed background check and PREA forms for each attendee to [nathaniel.plath@wisconsin.gov](mailto:nathaniel.plath@wisconsin.gov)  
41 by 9 am September 15<sup>th</sup>.

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43 Please contact David Grassl at Dynamic Consulting Engineers LLC via 414-731-955 or  
44 [david.grassl@dynamicmke.com](mailto:david.grassl@dynamicmke.com) for additional information.

45  
46 DYNAMIC CONSULTING ENGINEERS LLC

47 David Grassl

48 [David.grassl@dynamicmke.com](mailto:David.grassl@dynamicmke.com)

49 414-731-9559

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51 Bidding Documents will be available online immediately upon the project being advertised for bid.

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