

1 **MEP INVITATION TO BID** (Rev 11/2017)  
2 DIVISION OF FACILITIES DEVELOPMENT

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4 **FOOD SERVICE ROOF REPLACEMENT**  
5 **GREEN BAY CORRECTIONAL INSTITUTION**  
6 **DEPARTMENT OF CORRECTIONS**  
7 **GREEN BAY, WISCONSIN**

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9 Division Project No. 19H2GREBID

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12 **BID SUBMISSION DUE by 1:00PM, BID OPENING for MEP BIDDERS: 2:00 P.M., November 2,**  
13 **2022.**

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15 **BID SUBMISSION DUE by 1:00 PM, BID OPENING for GPC BIDDERS: 2:00 P.M., November 16,**  
16 **2022.**

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18 OWNER: State of Wisconsin, Department of Administration (DOA), Division of Facilities Development,  
19 hereinafter termed DFD.

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

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27 This project is being let using the single prime bidding and contracting process. DFD will publicly bid the  
28 applicable mechanical, electrical, plumbing, and fire protection (MEP) divisions of work **first**. Within 5  
29 days of the MEP bid opening, DFD will identify a lowest, qualified, responsible, certified bidder in each  
30 applicable MEP division of work. These successful MEP bids must be included in all general prime  
31 contractor bids received. No later than 5 days after DFD identifies the successful MEP bids, DFD will  
32 publicly open general prime contractor bids. **General prime contractor bids that do not include the**  
33 **successful MEP bids will be rejected.** The state will enter into a single contract with the lowest, qualified,  
34 responsible, certified general prime contractor and this general prime contractor will enter into subcontracts  
35 with the successful MEP bidders.

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

- 38 • **PDF scanned file of all required bid documents, including bid and bid bond forms with**  
39 **original wet signatures or properly transmitted electronic signatures (only PDF files will be**  
40 **accepted) emailed to [loadfdmbidsubmission@wisconsin.gov](mailto:loadfdmbidsubmission@wisconsin.gov) (this is the preferred method);**
- 41 • **US Mail or Third-party delivery (UPS, Fedex, or DHL) to State of Wisconsin,**  
42 **Administration Building, 7<sup>th</sup> Floor, 101 East Wilson Street, Madison, Wisconsin 53703; or**
- 43 • **Hand delivery to the drop box labeled SEALED BIDS ONLY in front of the State of**  
44 **Wisconsin Administration Building located at 101 East Wilson Street, Madison, Wisconsin**  
45 **53703.**

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47 The bidder is responsible for the sealed bid being delivered to the indicated location or email before the  
48 time specified for the bid submission. Third party delivery is entirely at the bidder's risk.

49 Bid opening will be conducted via Microsoft Teams. Bidders may call the Microsoft Teams teleconference  
50 number: (608) 571-2209, conference ID: 484 588 360#, on the day of the bid to hear the bid results  
51 announced on the day bids are due. The conference line will be open at 1:45 P.M. CDT and all bids will be  
52 opened after 2:00 P.M. CDT. Bidders may also join the Microsoft Teams meeting via Microsoft Teams:

53 [Click here to join](#)

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1 In general, the work consists of Temporary removal and reinstallation of roof mounted mechanical  
2 equipment as described in project drawings. All of this work shall be coordinated with the General Prime  
3 Contractor.

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

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15 **Base Bids will be received as a single lump sum bid for: 4) Mechanical (Heating, Ventilating, Air**  
16 **Conditioning); and 5) Electrical.**

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

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

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25 A non-mandatory Pre-Bid tour is scheduled on October 18, 2022 at 1:00PM. **Attendance is highly**  
26 **recommended. No other pre-bid tours will be allowed.** Attendees are to report to the West Main  
27 Entrance of the main building starting at 12:30PM. Preregistration is **REQUIRED** for all attendees.  
28 Attendees are required to submit to a DOC Facility Security Clearance Background Check 48 hours in  
29 advance of the Pre-bid tour. Contact Bill Doney (920)436-3341, [William.doney@wisconsin.gov](mailto:William.doney@wisconsin.gov) or Charles  
30 Larsen (920)436-3344, [Charles.larsen@wisconsin.gov](mailto:Charles.larsen@wisconsin.gov) at least 48 hours in advance of the tour with the full  
31 name (including middle name), date of birth and place of residence of the individuals planning to attend.  
32 Any person not preregistered **WILL NOT BE ALLOWED** to attend the pre-bid tour.

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34 Upon arrival attendees must present a driver's license or other acceptable photo identification. Attendees  
35 without acceptable identification will be denied access to the facility. Proper identification must be carried  
36 on the attendee at all times while on the Facility/Institution grounds.

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38 Attendees should only bring what is necessary. All equipment and tools (camera, screwdriver, tape  
39 measure, etc.) required or needed to conduct the prebid tour must be identified at least 24-hours in advance  
40 of arrival. Prior permission must be received from the Facility Security Director/designee to allow these  
41 items to be brought into the Facility Secure Area. No device capable of communications (phones, laptops,  
42 etc.) will be allowed in. If taking of pictures is allowed, the picture shall not include facility personnel or an  
43 inmate(s) and must be approved by the DOC Facility Escort Officer prior to taking the photo.

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45 Prior to entry attendees will be required to sign-in, clear a metal detector, fill-out an Employee Coronavirus  
46 Disease 2019 (COVID-19) Screening Tool, submit to a temperature check and submit to wearing a mask at  
47 all times within the facility. If an attendee does not have a mask of their own, a fabric mask may be  
48 provided by the facility.

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

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