

1 **MEP INVITATION TO BID (Rev 7/2023)**  
2 DIVISION OF FACILITIES DEVELOPMENT

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4 **AHU AND AIR DISTRIBUTION SYSTEM UPGRADE**  
5 **GREEN BAY STATE OFFICE BUILDING**  
6 **ADMINISTRATIVE FACILITIES**  
7 **DEPARTMENT OF ADMINISTRATION**  
8 **GREEN BAY, WISCONSIN**

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10 Division Project No. 22D2S

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13 **BID SUBMISSION DUE by 1:00PM, BID OPENING for MEP BIDDERS: 2:00 P.M., November 28,**  
14 **2023.**

15 **BID SUBMISSION DUE by 1:00 PM, BID OPENING for GPC BIDDERS: 2:00 P.M., December 12,**  
16 **2023.**

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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.

36  
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 [doadfdbidsubmission@wisconsin.gov](mailto:doadfdbidsubmission@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  
50 Bid opening will be conducted via Microsoft Teams. Bidders may call the Microsoft Teams teleconference  
51 number: (608) 571-2209, conference ID: 484 588 360#, on the day of the bid to hear the bid results  
52 announced on the day bids are due. The conference line will be open at 1:45 P.M. CDT and all bids will be  
53 opened after 2:00 P.M. CDT. Bidders may also join the Microsoft Teams meeting via Microsoft Teams:  
54 [Click here to join the meeting](#)

1 In general, the work consists of:the replacement of two (2) existing air handling units and associated return  
2 fans on the sixth floor with one (1) new air handling unit to include MERV13 filters, UV lights, cooling  
3 and heating coil, supply and return fans. This also includes the replacement of chilled water pump, and  
4 associated mechanical, electrical, controls, sprinkler work. Temporary HVAC shall be for the first through  
5 fifth floor. Work also includes supporting general construction work.

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

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17 **Base Bids will be received as a single lump sum bid for: 2) Fire Protection (Fire Suppression); 4)**  
18 **Mechanical (Heating, Ventilating, Air Conditioning); and 5) Electrical.**

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

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22 **NOTICE: The 2017-2019 Wisconsin State Budget (2017 Wisconsin Act 59) repealed Wisconsin's**  
23 **prevailing wage laws. Effective September 23, 2017, state prevailing wage requirements on state**  
24 **building projects no longer apply. These changes take effect for projects advertised for bid after**  
25 **September 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 November 8, 2023, 10:30 a.m. at the project location. Bidders  
28 please meet in the main lobby of the building. It is encouraged that contractors attend. Please contact Ted  
29 Crawford, [ted.crawford@wisconsin.gov](mailto:ted.crawford@wisconsin.gov) 608-279-1959 or Eric Kavanaugh, [Eric.Kavanaugh@wisconsin.gov](mailto:Eric.Kavanaugh@wisconsin.gov)  
30 920-366-0390 for additional information.

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

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