

Request for Bids
for
Hillside Cemetery Columbarium
Project No. 801-4404



City of Marshfield, Wisconsin
March 11, 2020

OFFICIAL NOTICE TO BIDDERS
HILLSIDE CEMETERY COLUMBARIUM
Project No. 801-4404

The City of Marshfield, Wisconsin will accept sealed bids until 2:00 p.m. Friday, April 3, 2020 in the Park and Recreation Department offices, 211 E. 2nd Street, Marshfield, WI 54449. Said bids shall be opened and publicly read at 2:15 PM the same day in the Wein Room at 2nd Street Community Center, 211 E. 2nd Street, Marshfield, WI 54449 by the Parks and Recreation Director. Bids will then be reviewed, tabulated, and submitted to the Board of Public Works at next appropriate meeting for their consideration.

Bids will be received for a 128-place rectangular Columbarium

Specifications and other bidding documents may be obtained on the City of Marshfield's website at www.ci.marshfield.wi.us. Documents are found on the website's front page under "Businesses > Bids, RFPs Quotes". For other information contact Park and Recreation at 211 E. 2nd Street, Marshfield, WI 54449 – (715) 384-4642 – justin.casperson@ci.marshfield.wi.us. The project site may be viewed during normal business hours Monday through Friday 8:00 AM to 2:00 PM. Please call for an appointment.

No bid may be withdrawn by the Bidder for a period of forty-five (45) days following the date of the bid opening, within which time the contract will be awarded by the Common Council. All bids shall be accompanied by a certified check, cashier's check or bid bond equal to at least five percent (5%) of the total bid as a guarantee that, if the bid is accepted, the bidder will execute and file the proper contracts. The successful bidder will be required to furnish a 100% performance bond prior to commencing work.

This project must be completed by August 31, 2020

The envelope in which the bid is sealed shall bear the name and address of the bidder and the notation:
"HILLSIDE CEMETERY COLUMBARIUM - Project No. 801-4404"

The City of Marshfield, Wisconsin reserves the right to accept or reject any or all proposals, including, but not limited to, any or all proposals which are not responsive, to waive informalities in the bidding procedure and to award the Contract to the Bidder whom, in the opinion of said City, will be most advantageous to said City.

Proposals shall be submitted with references and shall have documentation or familiarity with installation of a Columbarium.

BOARD OF PUBLIC WORKS
MARSHFIELD, WISCONSIN
Daniel G. Knoeck, Secretary

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REQUIREMENTS AND INSTRUCTIONS TO CONTRACTORS
HILLSIDE CEMETERY COLUMBARIUM

Project No. 801-4404

- 1) Faxed or emailed bids will not be accepted. Bids must be submitted or delivered no later than 2:00 p.m. on Friday, April 3, 2020 to:

Mr. Justin Casperson,
Director of Parks and Recreation
211 E. 2nd Street
Marshfield, WI 54449
- 2) Contractor shall furnish and install:
 - A rectangular 128 place Columbarium unit with 64 double niches.
 - Columbarium niches shall be 8 niches long by 4 niches high with double niches on both sides. Double niche units shall be no less than 24 inches deep by 12 inches square.
 - Niche fronts shall be constructed of polished granite “Carnelian” in color, or similar color approved by owner, and shall include predrilled holes for bronze memorialization.
 - The columbarium end caps and roof shall be polished granite “Thermal Moonlight Gray” in color, or similar color approved by owner. The end caps shall include “City of Marshfield logo” (1-foot by 1-foot).
 - Foundation for Columbarium shall be constructed by others utilizing plans and specifications supplied by the Columbarium supplier/vendor.
- 3) All bids shall be accompanied by a certified check, cashier’s check or bid bond equal to at least five percent (5%) of the total bid as a guarantee that, if the bid is accepted, the bidder will execute and file the proper contracts. The successful bidder will be required to furnish a 100% performance bond prior to commencing work.
- 4) Bids may be withdrawn prior to the hour of opening bids; however, no bid may be withdrawn for a period of forty-five days (45) days thereafter nor shall there be any increase in price during that period. The City of Marshfield reserves the right to consider all bids and to award the contract or reject all bids within that period.
- 5) Contractor must be insured. Contractor to carry minimum insurance as per attached Minimum Insurance Coverage document. Contractor to furnish certificate of insurance naming the City of Marshfield as Additional Insured prior to signing contracts, including a copy of any referenced additional insured endorsements.
- 6) Contractor shall supply references of projects of a similar size, using the Contractor Name and References form, which is part of the bid package.
- 7) This structure is to be located at the Hillside Cemetery 1110 N. St. Joseph Avenue, Marshfield, WI 54449
- 8) This project will not need, nor does it have, a Prevailing Wage Determination by the Wisconsin Department of Workforce Development.

- 9) The successful Bidder will be required to sign a contract to furnish the labor and materials as quoted. This contract shall include the Official Notice to Contractors, Requirements and Instructions to Contractors, Contractor Name and References, Minimum Insurance Coverage, and Bid Form. Acceptance of a Bid shall not be construed as waiving any provisions in any of the contract documents.
- 10) The Contractor shall notify owner of intent to commence work on any portion of this project at least 7 days prior to start. No work shall interfere with scheduled events at the cemetery.
- 11) Bid shall include all materials, lifts, equipment scaffolding, labor, cleaning, and delivery of a columbarium.
- 12) Bid shall include restoration the site of all disturbed areas. Native soils shall be used to bring all disturbances up to 4" of final grade. Install 4" of Owner approved topsoil so that final grade is achieved. Provide proper drainage that slopes away from the building and adjacent concrete areas. Mulch shall be supplied and installed over these disturbed areas by the Contractor who will also properly incorporate Owner supplied grass seed.
- 13) All work on this contract - other than growth of newly seeded grass – shall be completed by August 31, 2020. This includes: final cleanup of all areas affected by the Contractor's work plus final grading, seeding and mulching. A cost shall be assessed to the Contractor, for liquidated damages totaling \$100.00 per day, for each calendar day past the deadline that the work is not completed. If the Contractor does not complete the work as described within the specified time, the specified amount shall be deducted from payments due the Contractor for every calendar day that the work remains uncompleted. The deducted amounts are not a penalty but are actual damages due the Owner from the Contractor.
- 14) The contractor shall submit an invoice for payment totaling 90% of bid amount upon completion, including clean up. The last invoice for payment shall be made within 45 days after it is determined that the seeding growth is adequate for complete coverage.
- 15) Contractor agrees and guarantees that the equipment, materials and workmanship supplied by the Contractor shall be free from all defects and strictly in accordance with the general requirements and specifications herein above referred to and accepted by the Owner; and for a period of two-years after final payment for completion of the contract, in case of any defects in work constructed by the Contractor, the Contractor agrees to promptly repair the same upon notification by the Owner, using materials meeting the requirements of the general requirements and specifications, and in case the Contractor shall fail to make such repairs or cause the same to be made within thirty-days of the above mentioned notification, the Contractor agrees to pay upon demand the cost of thereof to the Owner after completion of such repairs, and the Contractor further agrees and guarantees to pay for all labor, material and equipment used in or about the construction covered by this contract which may become a lien or claim against the Owner.

CONTRACTOR NAME & REFERENCES
HILLSIDE CEMETERY COLUMBARIUM
Project No. 801-4404

NAME OF FIRM/ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____
 (City) (State) (Zip)

PHONE: _____ EMAIL: _____

CONTACT NAME: _____

NUMBER OF YEARS IN BUSINESS UNDER PRESENT FIRM / ORGANIZATION _____

PRINCIPAL INDIVIDUALS:

(IF CORPORATION, ANSWER BELOW)

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____

(IF A CO-PARTNERSHIP, ANSWER BELOW)

Name of Partner	_____
Name of Partner	_____

(IF SOLE OWNER ANSWER BELOW)

Name of Owner	_____
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CONTRACTOR PROJECT HISTORY

Contractor needs to submit a separate list.

Attach a list of the similar projects your company has completed within the past 4 years, including for each project: the construction type of the structures; square footage and height; use; amount; the completion date; and the name, address, and phone number of the owner.

MINIMUM INSURANCE COVERAGE
HILLSIDE CEMETERY COLUMBARIUM
Project No. 801-4404

A. Commercial General Liability

- | | |
|-----------------------------------------------------------------------|-------------|
| 1. General Aggregate Limit (Other Than Products-Completed Operations) | \$2,000,000 |
| 2. Products-Completed Operations Aggregate Limit | \$1,000,000 |
| 3. Personal & Advertising Injury Limit | \$1,000,000 |
| 4. Each Occurrence Limit | \$1,000,000 |
| 5. Fire Damage Limit – any one fire | \$50,000 |
| 6. Medical Expense Limit – any one person | \$5,000 |

The City of Marshfield shall be named as additional insured under the policy. The Contractor shall submit a Certificate of Insurance that clearly indicates compliance with the insurance requirements. The Contractor shall also submit a copy of the appropriate endorsement which names the City of Marshfield as additional insured. A 30-day written notice of cancellation shall be provided on all Certificates of Insurance.

B. Automobile Liability

- | | |
|---------------------------------------------------------------------------|-------------|
| 1. Bodily Injury and Property Damage - Combined Single Limit | \$1,000,000 |
| 2. Automobile Liability coverage must be provided on an “Any Auto” basis. | |

C. Workers Compensation

Workers’ Compensation as required by the State of Wisconsin and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements, with the following minimum limits:

- Bodily Injury by Accident - \$100,000 Each Accident
- Bodily Injury by Disease - \$100,000 Each Employee
- Bodily Injury by Disease - \$500,000 Policy Limit

D. Umbrella Liability

Provide coverage at least as broad as the underlying General Liability. Automobile Liability and Employers Liability:

- | | |
|----------------------------------|-------------|
| 1. Minimum Limit Each Occurrence | \$2,000,000 |
| 2. Aggregate Limit | \$2,000,000 |
| 3. Maximum Self Retention | \$10,000 |

E. Aircraft Liability and Watercraft Liability

If the project work includes the use of or operation of any aircraft or watercraft, then Aircraft and Watercraft Liability insurance must be in force with a limit of \$1,000,000 per occurrence for bodily injury and property damage.

F. Property Damage Coverage

- | | |
|--------------------|-------------|
| 1. Property Damage | \$1,000,000 |
|--------------------|-------------|

Longshoremen’s and Harbor Workers Endorsement should be added if work is done around any navigable waters of the United States. If the contractor is required to obtain a Builders Risk Policy, it should be an "all risk", 100% to completed value.

CONTRACT
HILLSIDE CEMETERY COLUMBARIUM
Project No. 801-4404

This agreement made this ____ day of April, 2020 by and between _____ hereinafter called the ‘**CONTRACTOR**’ and the City of Marshfield, Wisconsin, hereinafter called the ‘**OWNER**’,

WITNESSETH,

That the Contractor and the Owner, for the consideration hereinafter stated, agree as follows:

Article I, Scope of Work: The Contractor shall perform everything required to be performed and shall provide and furnish all labor, materials, tools, equipment and plant which may be required, either expendable or permanent, also all utility and transportation services, all in strict accordance with the Specifications, and Contract Documents prepared for “**Hillside Cemetery Columbarium # 801-4404** by the City of Marshfield Parks and Recreation Director, which Specifications are made a part of this Contract, and in strict compliance with the Proposal and other Contract Documents herein mentioned which are also a part of this Contract; and the other documents constituting a part hereof.

Article II, The Contract Consideration of Prices:

ITEM NO.	DESCRIPTION	PRICE
1.	Rectangular 128 place unit with 64 double niches	\$ _____

Article III, Component Parts of This Contract: This Contract consist of the following component parts, all of which are as fully a part of this Contract as if herein set forth verbatim and if not attached, as if hereto attached.

1. Official Notice to Contractors (Pages 1)
2. Requirements and Instructions to Contractors (Pages 2)
4. Minimum Insurance Coverage (Pages 1)
5. Contractor Name and References (Pages 1)
6. Bid Form (Pages 1)
7. Performance Bond (Pages 1)

In the event that any provision in any of the above component parts of this Contract conflicts with any provision in any other component part or parts, the Contractor shall in writing request a clarification of such conflict, by the City of Marshfield this clarification of such conflict, approved by the Owner’s Board of Public Works, shall be final and binding upon the parties hereto.

Article IV, Guarantee: The Contractor agrees and guarantees that the equipment, materials, and workmanship supplied by her/him shall be free from all defects and strictly in accordance with the specifications herein above referred to and accepted by the Owner; and for a period of twenty-four (24) months after completion of the Contract, in case of any defects in work constructed by the Contractor, the Contractor agrees to promptly repair the same upon notification by the Owner, using materials

meeting the requirements of the Specification, and in case the Contractor shall fail to make such repairs or cause the same to be made within thirty (30) days of the above mentioned notification, the Contractor agrees to pay upon demand the cost of thereof to the Owner after completion of such repairs, and the Contractor further agrees and guarantees to pay for all labor, material and equipment used in or about the construction covered by this Contract which may become lien or claim against the Owner.

Article V, Locus of Contract: It is agreed that this Contract, regardless of where executed, shall be subject to and governed by the Law of the State of Wisconsin and shall for all purposes be deemed and regarded to be a Contract entered into the State of Wisconsin.

In Witness Whereof, the parties have caused this instrument to be executed in three (3) original counterparts on the day and year hereinbefore stated.

Contractor

Address

City, State, Zip

Attest:

By:

Authorized Signature

Title

Attest:

City of Marshfield "Owner"

Bob McManus, Mayor

Deb M. Hall, City Clerk

All of the Contract Documents have been examined as to form and are approved.

_____, 2020

Harold Wolfgram, City Attorney

Provision is made to pay the liability that will accrue under this Contract.

_____, 2020

Ron Aumann, Finance Director

BID FORM
HILLSIDE CEMETERY COLUMBARIUM
Project No. 801-4404

The Bidder declares that she/he has carefully examined the OFFICIAL NOTICE TO CONTRACTORS, REQUIREMENTS AND INSTRUCTIONS TO CONTRACTORS, CONTRACTOR NAME AND REFERENCES, MINIMUM INSURANCE COVERAGE and BID FORM for the work contemplated and it is assumed that the Bidder has investigated and is satisfied as to the conditions to be encountered as to the character, quality, and quantities of work to be performed and materials to be furnished and as to the requirements of the Specifications. It is mutually agreed that submission of a bid shall be considered conclusive evidence that the Bidder has made such examination.

Rectangular 128 place unit with 64 double niches \$ _____

This bid is submitted by: _____
Name of Firm

Address

City, State, Zip

Telephone Number

Signature of Authorized Representative of Firm

Witnessed

Date