

**SCHOOL DISTRICT OF MERCER  
REQUEST FOR BIDS**

The School District of Mercer is seeking contractors interested in submitting bids for the Replacement and Insulation of the 5 Flat Roof sections at the School District of Mercer,  
2690 W Margaret Street, Mercer, WI 54547

**NAME OF BID:        REPLACEMENT AND INSULATION OF FLAT ROOF SECTIONS**

**ITEMS TO BE BID:**

The work consists of removal and replacement of five (5) flat roof sections of the Mercer School as well as the insulation of those sections. Work will be done over the summer vacation when school is not in session starting the week of July 6th, 2015. Schedule will be acceptable to the School District of Mercer. Contractor will be responsible for verifying sizes, quantities, existing conditions and codes.

**DEADLINE FOR BID SUBMISSION:**

February 13th, 2015- Bid opening at 5:30 PM. Bids may not be withdrawn within 30 days of the time of opening without the agreement of the Owner.

**BIDS SHALL BE SUBMITTED TO:**

Sealed Bids: Flat Roof/Insulation Replacement  
School District of Mercer  
2690 W Margaret Street  
Mercer, WI 54547

**BID GUARANTEE:**

Each bid shall be accompanied by a bid bond, certified check, cashiers check, bank check or money order (not a personal check or company check) in the amount of **10%** bid price, payable to the School District of Mercer as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract and bonds with the time set by the Owner or the bid guarantee will be forfeited.

**METHOD OF SUBMISSION:**

U.S. Mail, Hired Carrier Delivery or in-person. Fax bids will not be accepted.

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**PERFORMANCE & PAYMENT BONDS:** 100% of contract price

**PAYMENT:** 100% will be retained until the work is complete and deemed acceptable to the Owner as to compliance to the specifications, as mutually agreed upon, by the Owner and the Contractor for the project.

**STANDBY LETTER OF CREDIT:**

total

The successful bidder will provide the owner with a Standby Letter of Credit (LOC) in the amount of 10% of contract value for the first year of the time period of the warranty as agreed upon. The Letter of Credit will decline to 5% for the second year of the same warranty period if no draw on the LOC has occurred during the first year. This Letter of Credit shall be established with a reputable US Financial institution. The terms specific for the LOC will be mutually agreed upon by both the Owner and the successful bidder and established with the appropriate paperwork indicating proof of the LOC existence, and submitted to the Owner prior to commencement of any project activities being initiated.

**BIDDER'S QUALIFICATIONS:**

Only qualified General Contractors may submit bids on the project work. The Owner reserves the right to reject any and all bids, to waive any informalities in bidding, and to accept any bid deemed in the best interest of the Owner.

All bids remain subject to acceptance for thirty (30) days after the bid opening date, and the Owner may, in its sole discretion, release any bid and return it prior to that date.

**CONTACT PERSON:**

Erik Torkelson, District Administrator  
[etorkelson2@mercervt.edu](mailto:etorkelson2@mercervt.edu)  
715-476-2154

**HOURS OF WORK: SCHEDULE  
DELAYS**

Work to be performed during normal business hours Beginning July 6th, 2015. The project must be completed no later than August 21st, 2015. For each day the project is delayed (Not caused by the Owner) which is beyond the completion date of August 21<sup>st</sup>, 2015 a 1% penalty (of contract value) shall be assessed. This penalty is capped at a maximum of 20% of the contract value and may be deducted from final payment.

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Delays due to issues outside of the Contractors control will be mutually discussed and agreed upon by the Owner and Contractor.

**PREVAILING WAGE LAW:**

In accordance with Wisconsin state Statutes, portions of this project may be subject to prevailing wage law.

**INSURANCE:**

A current copy of your Certificate of Insurances should Be included with your bid for both General Liability and Worker's Compensation.

**QUALIFICATIONS:**

All contractors must be qualified to work in permit required spaces if necessary. Copies of appropriate licensure and/or certification for all work, including "Lead Safe" certification, shall be provided. All on site workers will submit to a District background check

A pre-bid walk through may be conducted at a mutually agreed time by the bidder and owner.

The School District of Mercer reserves the right to reject any and all bids

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BID FORM..... REPLACEMENT AND INSULATION OF FLAT ROOF SECTIONS

Date: \_\_\_\_\_

Submitted Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Acting Representative: \_\_\_\_\_

Authority Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Bid: \_\_\_\_\_

Exemption/deviation ... Please describe any exemption/deviation in the space below or use a sheet of paper. If your company has none, write "no exceptions" in space below.

Describe the warranty for equipment:

Describe warranty for workmanship:

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

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCOPE OF PROJECT**

**Bid: Remove and dispose of approximately 31,765 sq. ft. of existing Duralast roofing and insulation.**

**Replace with high grade, energy efficient insulation at appropriate locations (interior and exterior applications). All proposals should meet ASHRAE 90.1 2010 or later.**

**Install approximately 31,765 sq. ft. of roofing with appropriate leak proof seals, flashings and trim around all vents, drains, equipment, piping etc.**

**Install additional appropriate drainage where needed.**

**Replace roof vents with new fixtures.**

**Install finish trim and fascia to match building exterior.**

**All acceptable bids must include a comprehensive warranty of no less than twenty (20) years.**

**Preference will be given to local contractors when costs are not prohibitive.**

**Contractor will be responsible to remove from site and dispose of properly the removed roofing and insulation materials, construction waste and packaging materials.**

**All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders.**