



Project Manual for

Proposed Fire Station

Village of Park Ridge

Stevens Point, Wisconsin

March 23, 2020

By:

Ratsch Engineering Company, Ltd.

P.O. Box 189, 547 Hewett Street

Neillsville, WI 54456

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Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

Engineer

Ratsch Engineering Company, Ltd.
547 Hewett Street, P.O. Box 189
Neillsville, WI 54456
Phone: (715) 743-2240
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Drawings

C1.1 Site Plan and Notes dated 3/23/2020
A1.1 Floor Plan, Schedules, Elevations, Section dated 3/23/2020
A2.1 Cross-section, Elevation dated 3/23/2020
S1.1 Foundation Plan, Roof Framing Plan dated 3/23/2020
MEP1.1 Electrical, HVAC Plan dated 3/23/2020

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The General Conditions of the contract for construction, AIA Documents A201, 1997 shall be included as part of this project manual by reference.

Advertisement for Bids

Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

The Village of Park Ridge will accept sealed bids until 2:00 pm on Monday, April 13, 2020 at the Village Hall located at 24 Crestwood Drive, Stevens Point, WI 54481. It is solely the Bidders responsibility to get the bid to the designated place on time. Bids will be opened and read aloud on Monday, April 13, 2020 at 5:30 pm at the Village Hall.

Bids are for the construction of a new 3,500 sq. ft., one-story, slab-on-grade, pre-engineered metal building fire station. Outside of envelope shall be marked "Sealed Bid – Village of Park Ridge Fire Station"

Lump sum bids will be accepted as follows:

- 1) General Contract including Site Work, General Construction, Electrical, HVAC, and Plumbing

Bids are to include all labor, materials equipment, and all else necessary for completion of project. Successful bidder will be required to provide a performance guarantee in the form of a 100% Performance and Payment Bond or a 100% irrevocable letter of credit or a 10% certified check.

Bid documents may be obtained from Ratsch Engineering Company, Ltd., 547 Hewett St., P.O. Box 189, Neillsville, WI 54456. Phone: (715) 743-2240 or FAX (715) 743-4469. Request for plans to be mailed shall be accompanied by a non-refundable fee of \$20 to cover postage and handling.

No bid will be received or considered unless accompanied by a Bid Bond or Certified Check in the amount of 5% (five percent) of the bid payable to the Village of Park Ridge as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract and performance security within ten days from the date the bid is accepted. In the event, the bidder fails to execute the contract and security within the time set by the Owner, the bid security shall be forfeited to the Owner as liquated damages.

The Owner reserves the right to retain the bid security of the three lowest bidders. When the agreement is executed, the bid security of the two remaining unsuccessful Bidders will be returned.

The Owner reserves the right to reject any or all bids, to waive any technicality, and to accept any bid which it deems advantageous to the Owner. No bids may be withdrawn for 45 days after the day of the bid opening.

Published by the authority of the Village of Park Ridge.

This institution is an equal opportunity provider and employer.

Bid Form

Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

Bidder's Name: _____

The undersigned, being familiar with local conditions, agrees to furnish all labor, materials, equipment, and all else necessary to construct the Proposed Town Hall in accordance with the plans and specifications prepared by Ratsch Engineering Company, Ltd. dated 3/23/2020. The Village of Park Ridge is tax-exempt organization sales or use tax shall not be included in your bid. The owner will provide a tax exempt form.

Receipt of the following addenda is acknowledged:

Addendum Number _____ of _____.

A. Base Bid (to include site work, concrete, general construction, HVAC, electrical, plumbing and all necessary to construct the Proposed Fire Station.)

\$ _____ (figures)

\$ _____ (writing)

A1. Alternate Bid #1 – D

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A2. Alternate Bid #2 – Delete 5½” wide x 6” high concrete curb between 101 Fire Equipment & 104 Training, 102 Turnout Gear. Replace curb with wall and composite bottom plate.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A3. Alternate Bid #3 – Delete wood partition wall between 101 Fire Equipment and 102 Turnout Gear.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A4. Alternate Bid #4 – Delete wood partition wall between 101 Fire Equipment and 104 Training. Delete Door 102.1. Delete electrical in wall. Exterior walls shall be liner panel 8’ high.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

Bid Form - Continued

Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

Bidder's Name: _____

A5. Alternate Bid #5 – Delete wood partition wall between 103 Office and 104 Training and Door 103.1. Delete electrical in wall. Exterior walls shall be liner panel 8' high.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A6. Alternate Bid #6 – Delete suspended ceiling in 104 Training Room. Replace (7) A lights with (2) C lights. Delete duct to room.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A7. Alternate Bid #7 – Delete suspended ceiling in 103 Office. Delete (2) A lights. Delete duct to room.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A8. Alternate Bid #8 – Delete air conditioning condenser AC1 and coil.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A9. Alternate Bid #9 – Delete 6" concrete driveway and parking. Furnish and install 3" asphalt paving in (2) 1½" lifts.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

A10. Alternate Bid #10 – Remove and replace existing 4" cast iron sewer line with 4" PVC 40 Schedule from existing building to street.

Circle One: Add or Delete

\$ _____ (figures)

\$ _____ (writing)

Bid Form - Continued

Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

Bidder's Name: _____

The undersigned has carefully examined the Plans and Specifications and has examined the site of the proposed work and existing conditions.

We agree if this bid is accepted, we will promptly execute a contract for the work and will provide a performance guarantee in the form of a 100% Performance and Payment Bond or 100% Satisfactory Irrevocable Letter of Credit or 10% Certified Check.

Work shall commence on May 18, 2020 and shall be substantially completed by November 20, 2020. Failure to complete on time or delays caused by the contractor on the job shall result in liquidated damages to the Owner in the amount of \$250 per calendar day for each calendar day after the Substantial Completion Date.

By submission of this Bid each Bidder certifies, and in the case of a joint Bid each party hereto certifies as to its own organization that this Bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Name of Contractor: _____

Authorized Signature: _____

Print Name & Title: _____

Witness: _____

Address: _____

Phone: _____

FAX: _____

Email: _____

Name of Construction Superintendent: _____

Seal – (if Bid by Corporation)

Please list three recent projects: (use a separate sheet if necessary)

Bid Form - Continued
Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

Bidder's Name: _____

Contractors on this bid:

Site Work:

Metal Building Contractor:

Concrete Work:

Carpentry:

HVAC Contractor:

Electrical Contractor:

Plumbing Contractor:

Asphalt Contractor:

Have you been rejected in the last five years as a non-responsive bidder on a public project (yes/no)? _____

If yes, please explain on a separate sheet.

Have you failed to complete any project in the last five years (yes/no)? _____

If yes, please explain on a separate sheet.

Instructions to Bidders

1. General

Before submitting a bid, the bidder shall carefully examine the site, the drawings and specifications, and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items shown on the drawings and/or specified.

2. Addenda

Addenda issued during the time of bidding shall be acknowledged on the Bid Form, and in closing the contract they will become a part thereof.

3. Interpretation of Plans and Specifications

Should the bidder find discrepancies in or omissions from the drawings or specifications, or should they be in doubt as to their meaning, they shall at once notify the Engineer who will send written instructions to all bidders.

No oral or telephonic proposals for modifications will be considered. Owner will not be responsible for oral instructions.

5. Bidding Procedures

Proposals shall be on a blank Bid Form furnished by the Owner. Numbers shall be stated both in writing and figures. Signatures shall be in longhand and the form shall be without interlineations, alterations, or erasures. Any change in the wording of the form may be cause for rejection.

Each bid shall include a bid bond or certified check in the amount of 5% of the maximum bid. Bid security shall be payable to the Village of Park Ridge.

6. Alternate Bids

Alternate bids shall state the amount to be added to or subtracted from the base bid for the alternate, including all incidentals, additions, and adjustments as may be necessary or required by the change from the base bid.

7. Conditions of Work

- A. Each bidder must inform themselves fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve the successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of their contract.
- B. Each contractor and subcontractor shall acquaint themselves with the location of underground service, utilities, structures, etc., which may be encountered or be affected by their work, and shall be responsible for any damage caused by neglect to provide proper precautions or protection.
- C. Information pertaining to preliminary investigations, such as subsoil investigations, location of utilities, existing structures, and existing grades appear on the drawings. While such data has been collected with reasonable care, there is no expressed or implied guarantee that conditions so indicated are entirely representative of those actually existing or that unlooked for development may not occur. The bidder must put their own interpretation on result of such investigation and shall satisfy themselves as to materials to be excavated and materials upon which fill or other work may be placed. Where underground services utilities, structures, etc., are located on the drawing or given at the site, they are based on available records, but are not guaranteed to be complete or correct. They are merely given to assist each bidder in determining location.

8. Withdrawal of Bids
Up until the time of bid opening, bidders may withdraw their bid by written or telegraphic request. Withdrawn bids will be returned unopened. No bid may be withdrawn within 30 days after the bid opening.
9. Contract
Contract to be used is AIA 101-1997.
10. Security and Payment and Performance
Successful bidder will be required to post a 10% Certified Check or a 100% Performance and Payment Bond or 100% Satisfactory Bank Irrevocable Letter of Credit. Successful bidder shall submit to the Engineer a list of all their suppliers and subcontractors on this project. All pay requests shall be accompanied by signed lien waivers from the contractor and from all affected suppliers and subcontractors.
11. Insurance
Owner shall provide a Builder's Risk Insurance policy covering physical damage or loss to the project. Contractors shall provide insurance coverages as listed in the General Conditions.
12. Reservations
The Owner reserves the right to reject any or all bids, or to waive any technicality, or to accept any bid advantageous to the Owner. The Owner also reserved the right to reject any unit prices if they are considered to be unreasonable or excessive.
13. Payment and Retainage
The Owner will retain 10% of the amount of each pay request until 50% of the work in that contract has been satisfactorily completed. Subsequent request may be paid in full. Retainage will be paid with final payment upon satisfactory completion of all punch list items and establishment of grass.
14. Post - Bid Information
When requested by the Engineer, the contractor shall promptly provide the following information:
 - A. Breakdown of costs of major items of work included in the bid.
 - B. Listing of subcontractors and materials suppliers.
 - C. Contractor's Qualification Statement AIA 305
15. Bids
 - A. Bidders are invited to submit Bids on any one or more of the Base Bids requested at this time.
 - B. Lump sum base bids will be received.
 - C. The Bidders shall include in their bid all consumer, use, sales, and other taxes required by Law.
16. Commencement and Completion - See Special Conditions

Supplementary Conditions

1. The “General Conditions of the Contract for Construction”, AIA Document A201, 1997 Edition, Articles 1 through 14 inclusive, is a part of this Contract.

2. The following supplements shall modify, delete, and/or add to the General Conditions. Where any article, paragraph, or subparagraph in the General Conditions is supplemented by one of the following paragraphs, the provisions of such articles, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. Where any article, paragraph, or subparagraph in the General Conditions is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

3. Paragraph 3.12: Add the following:
 - 3.12.11 Submit all Shop Drawings, Samples, and other data for approval prior to fabrication, delivery or execution. Submit a minimum of five (5) copies to the Architect/Engineer; two copies will be retained and the remainder returned to the Contractor, who shall keep one at the project site. Each brochure of shop drawings shall contain an index of contents and shall consist of layout details, schedules, setting instructions, and manufacturer’s literature. Shop drawings shall be identified with project name, numbered consecutively and bear the stamp of approval of Contractor as evidence of accuracy, compatibility and conformance with contract requirements. Shop drawings shall not be used in the work unless they bear the stamp and signature of the Architect/Engineer. Drawings reviewed for general design only. Dimensions and fit of units of various parts shall be the Contractor’s responsibility. Corrections or changes indicated on shop drawings shall not be considered on order for extra work. If information on previously reviewed shop drawings is altered, submit changes for review.

4. Paragraph 3.15: Add the following:
 - 3.15.3 If, in the Architect/Engineer’s opinion, the job site cleanup is not adequate, they may arrange to have the site cleaned and the costs will be assessed to the appropriate party/parties.

5. Paragraph 11.1: In the first line of subparagraph 11.1.1, following the word “maintain”, insert the following:

“in a company or companies acceptable to the Owner”.

6. Paragraph 11.1: Add the following:
 - 11.1.4 Insurance coverage shall be not less than the following:
 1. Workmen’s Compensation: Statutory:
Employer’s Liability \$500,000

 2. Public Liability (per person/per occurrence):
 - a. Bodily and personal injury: \$500,000/\$1,000,000:
 - b. Property damage: \$100,000/\$100,000 aggregate.

 3. Automobile Liability (per person/per occurrence):
 - a. Bodily and personal injury: \$500,000/\$1,000,000;
 - b. Property damage: \$100,000/\$100,000 aggregate.

GENERAL REQUIREMENTS

INDEX

1. General
2. Special Site Conditions - Use of the Premises
3. Layout, Field Measurements & Inspection of Surfaces
4. Hazardous Substances - Asbestos
5. Mutual Responsibility
6. Project Meetings
7. Temporary Facilities
8. Protection
9. Cutting & Patching
10. Manufacturer's Directions
11. Soil Conservation
12. Cleaning

1. **GENERAL**

- A. All Articles in these General Requirements are applicable to all Division and Sections of the Work included herein, and all Contractors must abide by the requirements set forth.
- B. Sequence of operations or place of commencement may be determined by the Engineer as deemed to best serve the needs and convenience of the Owner, or as necessity of occasion requires.
- C. The Contractor shall submit to the Engineer such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Engineer may request concerning work performed or to be performed under this Contract.
- D. The Contractor may be furnished additional instructions and detail drawings as necessary to carry out the work included in the contract. The additional drawings and instructions thus supplied to the Contractor will coordinate with the contract documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry out the work in accordance with the additional detail drawings and instructions.
- E. Contractor's employees whose work is considered by the Engineer to be unsatisfactory, careless, incompetent, unskilled or otherwise objectionable, shall be removed from the project or other corrective action taken, upon notice from Engineer.
- F. Any work necessary to be performed after regular working hours, on Sundays or Legal Holidays, shall be performed without additional expense to the Owners. Work at the site to be performed at other than normal working hours must be coordinated with the Construction Representative.
- G. Contractor or their authorized representative must be present to accept delivery of all equipment and material shipment. The Owner's employees will not knowingly accept, unload, or store anything delivered to the site for the Contractor's use. Inadvertent acceptance of delivered items by any representative of the Owner shall not constitute acceptance or responsibility for any of the materials or equipment. It shall be the Contractor's responsibility to assume all liability for equipment and material delivered to the job site.

2. SPECIAL SITE CONDITIONS - USE OF THE PREMISES

- A. Confine all operations, equipment, apparatus and storage of materials, to the immediate area of work to the greatest possible extent. Contractor shall ascertain, observe, and comply with all rules and regulations in effect on the project site, including, but not limited to parking and traffic regulations, use of walks, security restrictions hours of allowable ingress and egress.
- B. When the building will be occupied by the Owner during the time of work, interference with, or inconvenience to occupants shall be kept to a minimum. All required exits, doors, passageways and walks are to be kept in an unobstructed manner at all times.
- C. Information pertaining to existing conditions that appear on the drawings are based on available records. While such data has been collected with reasonable care, there is no expressed or implied guarantee that conditions so indicated are entirely representative of those actually existing or that unlooked for developments may not occur. The Contractor must put their own interpretation on results of such investigation.

3. LAYOUT, FIELD MEASUREMENTS AND INSPECTION OF SURFACES

- A. Contractor shall be solely responsible for the accuracy of measurements and laying out their own work and shall make good any errors due to faulty measurements taken, information obtained, layout, or failure to report discrepancies.
- B. The Contractor shall notify the Engineer in writing of any defects noted in such surfaces that are to receive their work. The Engineer will direct such surfaces to be remedied.
- C. Starting of work implies acceptance of the work of others. Removal and replacement of work applied to defective surfaces in order to correct defects shall be done at the expense of the Contractor who applied work to defective surfaces.

4. HAZARDOUS SUBSTANCES - ASBESTOS

- A. Airborne asbestos fibers and similar dust, if encountered, have been determined to be hazardous to one's health.
- B. Contractors' attention is directed to the Occupational Safety and Health Act (OSHA) in general and to part 1910.1001 – ASBESTOS in particular. This has been incorporated into Wisconsin Administrative (Building) Code and identified as Ind. 1910.932; compliance with all applicable provisions is the Contractor's responsibility.

5. MUTUAL RESPONSIBILITY

- A. Contractor shall coordinate the work with adjacent work and shall cooperate with all other trades so as to facilitate the general progress of the work. Each trade shall give due notice and proper information and afford all other trades every reasonable opportunity for the installation of their work and for the storage of their material. In no case will any Contractor be permitted to exclude from the premises or work, any other Contractor or their employees, or interfere with any Contractor in the executing or installation of their work.
- B. Any cost caused by defective or ill-timed work shall be borne by the Contractor.

6. PROJECT MEETINGS

- A. Project meetings will be held at the time designated by the Engineer. Contractor, when requested, shall attend these meetings. If the principal of the firm does not attend meetings, a responsible representative of the Contractor who can bind the Contractor to a decision at the meetings shall attend.
- B. All items discussed and decisions reached shall be recorded and copies of such report distributed to all parties involved.

7. TEMPORARY FACILITIES

- A. General Contractor can obtain temporary power from the existing building.
- B. Toilet: General Contractor shall provide a portable toilet for the use of all trades.
- C. Fence: General Contractor shall install and erect temporary snow fence and barricades as necessary to protect the occupants and the public from hazards of construction.
- D. Field Office: No temporary office required for the Engineer or their representative.
- E. Telephone: No telephone is required.
- F. Project Sign: No Project sign required.
- G. Temporary Heat: Contractor shall provide temporary heat as required. Contractor shall pay all charges. Heating units used for temporary heating shall not be used for permanent heating.

8. PROTECTION

- A. Work shall comply with the General Orders on Safety in Construction as issued by the Department of Commerce.
- B. Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.
- C. All structures and equipment shall be constructed, installed and operated with guards, controls and other devices in conformance with the Wisconsin Administrative Code, Chapter Ind. 1, Safety.
- D. Fire Protection: The Contractor shall provide and maintain in working order during the entire construction period, such fire protective equipment and devices as required by applicable safety standards and as they deem necessary and suitable for any possible class or type of fires. Extinguishers shall be nonfreeze type of not less than 10 pounds capacity each.

- E. Provide protection against construction operations for existing equipment, finishes, floors, and floor coverings, furniture, fixtures, hardware and other improvements in and about the altered areas.
- F. Provide protection against rain, snow, wind, ice, storms, cold, or heat so as to maintain all work, materials, apparatus, and fixtures, incorporated in the work or stored on the site, free from injury or damage. At the end of the day's work, cover all new work likely to be damaged. Remove snow and ice as necessary for safety and proper execution of the work.
- G. Protect the work from damage at all times from rain, water, ground water, back-up from drains or sewers, and all other water. Provide all equipment and enclosures as necessary to provide this protection.
- H. Contractor shall assume the responsibility for the protection of all existing improvements subject to damage by work related to this project and finished construction within or adjacent to the area of work under their Contract and shall repair and restore any and all damaged work to its original state as approved by the Engineer.
- I. Provide, erect and maintain all required planking, barricades, guardrails, temporary walkways, etc., of sufficient size and strength necessary for protection of material storage, sidewalks, curbs, streets, drives, adjoining property and adjacent buildings as well as to prevent accidents to the public and the workmen at the job site.
 - 1) All surfaces (floors, walks, decks, roofs, etc.) or areas used for traffic or storage shall be protected by plank runways of sufficient width and rigidity as to preclude any possible damage by any operation within the scope of this contract.
- J. Repair any work or landscape damaged by failure to provide proper and adequate protection to its original state to the satisfaction of the Owner, or remove and replace with new work at the Contractor's expense. Landscaping shall be restored to its original condition with regrading as required.
- K. Watchmen will not be provided by the Owner. Contractor will be held responsible for loss or injury to persons or property where their work is involved, and shall take such precautionary measures as they deem necessary to protect their own interest.

9. CUTTING AND PATCHING

- A. Perform all cutting necessary for installation of new work, or joining and keying of new work to existing work. Items removed temporarily for convenience of Contractor shall be removed and replaced by Contractor as approved by Engineer.
- B. Neatly replace, patch and finish in kind, adjacent surfaces or features displaced or disturbed in performance of the work. Make joining of new and existing work as inconspicuous as possible. Upon completion of work there shall be no discrepancy between work and existing work. All broken units shall be replaced with whole units.
- C. Where cutting and patching is required, the Contractor shall hire people skilled in such cutting and patching to do the work.
- D. The use of equipment which produces excessive dust or is unusually loud or is otherwise objectionable to the Owner shall be discontinued at the Owner's request.

E. Wherever any existing material, equipment appurtenances, etc., not noted for removal, is damaged, the cost of repair or replacement shall be charged to the Contractor responsible for the damage.

10. MANUFACTURER'S DIRECTION

- A. Contractor shall apply, install, connect, erect, use, clean, and condition manufactured articles, materials, and equipment as recommended by the manufacturer at the time of bidding, unless specified to the contrary.
- B. Wherever specifications call for work to be performed or materials to be furnished in accordance with manufacturer's printed instructions or directions, the Contractor shall furnish three copies of those instructions or directions to the Engineer before installing materials or performing work.

11. SOIL CONSERVATION

In accordance with implications of the Section 92.02 of the Wisconsin Statutes concerning soil conservation practices, all Contractors shall be governed by the following:

- 1) The Contractor hereby covenants to maintain all project grounds, public streets and associated areas, including fill areas in a manner consistent with the general policy to conserve soil and soil resources, and to control and prevent soil erosion and to control and prevent siltation in lakes, rivers and streams. This clause is to be liberally construed to further the above stated objectives. The following shall include, but not limit, areas in which control is to be exercised:
 - a) Street maintenance
 - b) Stockpiling and erodible materials
 - c) Minimum stripping provisions
 - d) Spillage
 - e) Maintenance of off-site project related fill disposal areas

12. CLEANING AND DISPOSAL OF REMOVED MATERIALS

Contractor shall keep premises free of accumulations of surplus materials and rubbish caused by their operations. Combustible rubbish shall be removed from the premises each day. Burning of rubbish on premises is not permitted. In addition, the Contractor shall perform final cleaning to remove all foreign matter, spots, soil and construction dust, so as to put the project in a complete and finished condition ready for acceptance and use intended.

Salvageable materials shall remain the property of the owner and shall be hauled to and suitably stored at a place to be designated within five miles of the jobsite unless otherwise directed by the Engineer. The Contractor shall provide a dumpster for the use of all trades.

Special Conditions
Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin

1. **Guarantees**
All work shall be performed for labor and materials for a minimum period of one year. Additional guarantees shall be as provided by the manufacturers.
2. **Bonds**
Bidder shall provide a 5% Bid Bond or 5% Certified Check with their Bid. Successful contractor shall provide a 100% Performance and Payment or a 100% Satisfactory Irrevocable Letter of Credit or a 10% Certified Check. Securities shall be made out to the Village of Park Ridge.
3. **Insurance**
Owner to provide Builder's Risk Policy. Contractor to provide liability and Workmen's Compensation Insurance. Contractor to provide a Certificate of Insurance made out to the Village of Park Ridge.
4. **Commencement and Completion and Liquidated Damages**
Work shall commence on May 18, 2020 and shall be substantially completed by November 20, 2020. Failure to complete on time or delays caused by the contractor on the job shall result in liquidated damages to the Owner in the amount of \$250 per calendar day for each calendar day after the Substantial Completion Date.
5. **Bidding Procedures**
Bids shall be on blank Bid Form furnished in Project Manual. Numbers shall be stated both in writing and figures. Signatures shall be in longhand and the form shall be without interlineations, alterations, or erasures. Any change in the wording of the form may be cause for rejection.
Each bid shall include a bid bond or certified check in the amount 5% of the maximum bid. Bid security shall be payable to the Village of Park Ridge.
Each bidder shall include the Conflict of Interest Sheet.
Bids shall be submitted in an envelope and shall be labeled as follows:

Sealed Bid
Proposed Fire Station
Village of Park Ridge
Stevens Point, Wisconsin