



PROJECT 11-21: MUNICIPAL WAYFINDING SIGNAGE BIDDER INFORMATION PACKET



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REQUEST FOR BIDS

Project 11-21: Municipal Wayfinding Signage

The City of Kaukauna's Planning and Community Development Department is requesting bids for the production and installation of various types and quantities of wayfinding signs throughout the City. All project elements must meet the minimum specifications provided within this bid package.

Firms with experience in signage fabrication and installation are encouraged to submit bids. The City of Kaukauna endeavors to support local businesses. Please consider including a local vendor in your proposal.

Complete bid packet information can be downloaded here:

<https://cityofkaukauna.com/2021/09/13/request-for-bids-for-municipal-wayfinding-signage>

Questions related to the Municipal Wayfinding Signage bid process should be directed to Allyson Brunette (abrunette@kaukauna-wi.org).

Bids will be accepted until 4:30 PM (CST) on Friday, October 15, 2021. Bids will be publicly received and registered on Monday, October 18, 2021, at 6:00 PM before the Board of Public Works at City of Kaukauna, 144 W. 2nd Street, Kaukauna, WI 54130. Late proposals will not be accepted and it is the responsibility of the proposers to ensure that proposals are delivered to the City of Kaukauna by 4:30 PM on the date listed above.

The City of Kaukauna reserves the right to accept or reject any or all bids, waive irregularities and/or informalities, and to disregard all non-conforming, non-responsive, unbalanced, or conditional bids. The City of Kaukauna complies with all Equal Opportunity Requirements. All qualified bidders will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap, or age.

Publication Date/Time:	September 13, 2021, 9:00 AM
Closing Date/Time:	October 15, 2021, 4:30 PM
Bid Opening Information:	October 18, 2021, 6:00 PM
Addendum Date/Time:	None at this time
Pre-Bid Meeting:	None
Contact Person:	Allyson Brunette, abrunette@kaukauna-wi.org , 920.766.6315
Related Documents:	(4) available at the website linked above

SCOPE OF PROJECT

City of Kaukauna Municipal Wayfinding Signage

The Municipal Wayfinding Signage Project involves the incorporation of the City of Kaukauna brand (launched in 2020) across the municipal campus and City assets throughout the City of Kaukauna. This project involves 125 sign assets (both new and modification of existing signage) in a variety of shapes and sizes across the City.

The goal at the time of bid release is to gain approval in the 2022 City of Kaukauna municipal budget for this project and to see all signage installed by October 31, 2022. Following the review of bids, a decision will be made on whether this project will be completed in 1 phase (entirely in 2022) or in 2 phases (partially in 2022 and partially in 2023).

SPECIAL PROVISIONS

City of Kaukauna Municipal Wayfinding Signage

SECTION A: GENERAL SPECIFICATIONS

Item #1: Incidental work shall include all work not definitely specified or that specified, but not included in the bid schedule, including all work required to safely and satisfactorily perform the work intended by this document. Cost for incidental work shall be incorporated into the bid price for items of work.

Item #2: The City of Kaukauna shall furnish no labor or materials.

Item #3: Clean up and restoration of work site shall be to a condition equal to or better than that existing prior to construction.

Item #4: The Contractor shall notify the City Planning Department twenty-four (24) hours prior to the start of construction on all occasions. No work shall commence without prior notification of the Engineer or his authorized representative. The Contractor is responsible for subcontractors work and actions. Failure to notify the City Planning Department will result in a forfeiture of One Hundred Dollars (\$100.00) per incident, and no payment shall be made for work done prior to this time. This in no way relieves the Contractors of responsibility to carry out any provisions of this Contract.

Item #5: Contractor is to visit all work locations prior to bidding. This is to insure that the Contractor is familiar with all site conditions which exist.

All site visits may be made by request of the contractor between the business hours of 8:00 AM – 4:30 PM., Monday – Friday. Please contact the Planning and Community Development Department to complete a site visit.

INSTRUCTIONS TO BIDDERS

City of Kaukauna Municipal Wayfinding Signage

No bid will be accepted unless it is presented on the forms prepared by the City of Kaukauna and shall be filed in sealed enveloped in the office of the City Clerk, Kaukauna, Wisconsin.

The City of Kaukauna reserves the right to accept or reject any or all bids, waive irregularities and/or informalities, and to disregard all non-conforming, non-responsive, unbalanced, or conditional bids. The City of Kaukauna complies with all Equal Opportunity Requirements. All qualified bidders will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap, or age.

SCHEDULE OF PRICES

City of Kaukauna Municipal Wayfinding Signage

A bid worksheet for this project is available on the project website for download. This form is to be completed and returned with all bids.

Link to project website: <https://cityofkaukauna.com/2021/09/13/request-for-bids-for-municipal-wayfinding-signage>

NOTE: Work shall be completed by October 31, 2022.

SUB-CONTRACTOR LISTING

City of Kaukauna Municipal Wayfinding Signage

Contractor Name	Contractor Address	Telephone Number	% of Contract Amount

The City of Kaukauna endeavors to support local businesses. Please consider including a local vendor in your proposal.

PROPOSAL

City of Kaukauna Municipal Wayfinding Signage

The undersigned declares that he has examined the plans and specifications showing and describing the work to be performed under this contract and is familiar with all the work that is to be performed, materials that must be furnished, local conditions, and that the bid is made in accordance with the specifications and he will perform the work for the following sums.

The undersigned agrees to start work embraced in this bid within ten (10) days after receiving written notification from the owner to commence work.

If the undersigned be notified of the acceptance of this proposal within thirty (30) days after the date of opening bids, the undersigned agrees to execute a contract for the above work for the above stated compensation on the form included in the contract documents attached thereto.

I hereby certify that all statements made herein are on behalf of

(Name of Corporation, Partnership or Individual)

a corporation organized and existing under the laws of the State of Wisconsin, a partnership consisting of _____; or an individual trading as _____ of the City of _____, State of _____, and that I have full authority to make such statements and submit this proposal in (my)(its)(their) behalf.

Signature

Title