



DODGE COUNTY
LAND RESOURCES & PARKS DEPARTMENT
127 East Oak Street, Juneau, WI 53039
(920)386-3700
Email: parks@co.dodge.wi.us

Request for Bids (RFB)
Vault Toilets - Supply and Install
Land Resources & Parks, Dodge County, WI
RFB #82 2024-01

Dodge County is requesting sealed bids from a qualified vendor to supply and set into place prefabricated vault toilet buildings at three Dodge County locations. The installation will take place at the following locations: one (1) vault toilet at the Wild Goose State Trail (State Road 60 Parking Lot), W6446 State Road 60, Juneau, WI, one (1) vault toilet at Harnischfeger Park, N650 Highview Road, Ixonia, WI, and one (1) vault toilet at the Wild Goose State Trail (State Road 26 Parking Lot), N6870 State Road 26, Juneau, WI. The Bid Proposal Form should include pricing for the installation of one (1) vault toilet at Wild Goose State Trail (State Road 60 Parking Lot) and an alternate bid should be provided for the one (1) vault toilet at Harnischfeger Park and for the one (1) vault toilet at the Wild Goose State Trail (State Road 26 Parking Lot). This project is being supported, in whole or in part, by federal award number RT84E76DK1Z1 awarded to the County of Dodge by the U.S. Department of the Treasury.

Request for bid packets will be available starting June 6, 2024, on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids> and may also be obtained on DemandStar at: www.demandstar.com Sealed bids should be marked "Sealed Bid Vault Toilet" and must be received in the County Clerk's Office, Administration Building, 127 E. Oak Street, Juneau, WI by 11:00 a.m. on or before June 21, 2024.

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all bids or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful vendor/contractor to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the vendor/contractor whose bid is overall the most advantageous to the County in the County's sole determination.

Jason Roy
Dodge County
Parks Superintendent

I. Request for Bid

Dodge County is requesting bids for the furnishing and installing of up to three (3) vault toilet buildings at 3 Dodge County Parks and Trails locations specified in Scope of Work below. The Bid Proposal Form should include pricing for the furnishing and installation of one (1) vault toilet at Wild Goose State Trail (Hwy 60 Parking Lot) and an alternate bid should be provided for the one (1) vault toilet at Harnischfeger Park and for the one (1) vault toilet at the Wild Goose State Trail (Hwy 26/33 Parking Lot). See attached location maps. The vault toilet site prep work will be carried out by another vendor selected under separate contract by Dodge County. Vault toilet buildings to be constructed and supplied per specifications identified in Scope of Work below.

Project Description and Design Criteria

Scope of Work

Vault Toilet Furnish, Deliver and Install at Identified Locations:

Primary Bid #1:

- Wild Goose State Trail (Hwy 60 Parking Lot - W6446 State Road 60, Juneau, WI)
- One (1) Non-Electric Pre-Fab Concrete Double Vault Toilet
- Furnish, Deliver and Install – One (1) Non-Electric Vault Toilet Building

Alternate Bid #1:

- Harnischfeger Park (North Barn Entrance – N650 Highview Rd, Ixonia, WI)
- One (1) Electric Pre-Fab Concrete Double Vault Toilet
- Furnish, Deliver and Install – One (1) Electric Vault Toilet Building

Alternate Bid #2:

- Wild Goose State Trail (Hwy 26/33 Parking Lot – N6870 State Rd 26, Juneau, WI)
- One (1) Non-Electric Pre-Fab Concrete Double Vault Toilet
- Furnish, Deliver and Install – One (1) Non-Electric Vault Toilet Building

Additional Requirements /Specifications for all Vault Toilet Buildings

- ADA Accessible
- Concrete Walls
- Concrete Roof
- Double unit, side by side unisex
- Stainless-steel Urinal and stainless-steel stool in **each stall**
- Natural Light and/or Skylights
- ADA/Unisex sign marker
- Ventilation pipe from each vault – 15'+ high
- Lockable Access hatch to access vaults in rear
- Steel lockable door to include all hardware (all doors keyed the same)
- Vendor to submit proposed service agreement/contract
- County will provide toilet paper dispensers and sanitizing stations.
- County will provide local permitting requirements.

- The exterior design / look to be similar to the unit pictured below.



II. Project Timeline

Furnish, Deliver and Install of Buildings Desired by Early September 2024, especially for Harnischfeger Park vault toilet. Harnischfeger Park hosts a Fallfest Event Saturday, September 28th.

III. Submittal Schedule

Task	Date
RFB Issued	June 5, 2024
Deadline for questions: Questions must be emailed to: jroy@co.dodge.wi.us	June 17, 2024
Final Addendum Issued	June 18, 2024
BID Submission Deadline & Public Opening	June 21, 2024 at 11:00 a.m.
Review and Recommendation	July, 2024
County Board Approval	July, 2024
Contract Negotiation / Awarding of Contract	July – August, 2024

IV. Bid Opening

The Bid Opening will take place on June 21, 2024, at 11:00 a.m. in the Dodge County Land, Resources and Parks Conference Room, Third Floor of the Administration Building, 127 E. Oak Street, Juneau.

Dodge County reserves the right to request any additional information that it deems necessary during the evaluation process.

V. Insurance Requirements

Minimum Scope and Limits

- A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the vendor/contractor changes insurance carriers and this policy is provided on a “claims made” basis, the vendor/contractor will secure the appropriate coverage extension to provide coverage to the project for a periods of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
- | | |
|--|-------------|
| 1. General aggregate limit per project
(Other than Products-Completed Operations) | \$2,000,000 |
| 2. Products-Completed Operations Aggregate per project | \$1,000,000 |
| 3. Personal and 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 | \$ 10,000 |
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1- Any Auto basis.
- D. Worker’s Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best’s Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days’ prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County’s elected and appointed officials, and Dodge county employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

VI. Bonds

Bid Bond/Performance Bond: This bid bond should be a 5% Cashier's Check or Certified Check of the total bid. Cashier's Check or Certified Check will be returned after the award process. All projects estimated to cost over \$50,000 will require a 100% Performance and Payment Bond to be attained by the selected contractor prior to commencement of work.

VII. General RFB Information

- A. Dodge County requires a high level of service from any vendor/contractor who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with vendor/contractors. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a vendor/contractor.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful Vendor/contractor(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon bid award.
- D. All bids shall be binding for ninety (90) calendar days following the bid opening date unless the vendor/contractor(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful vendor/contractor(s) contingent upon County's acceptance and approval of all work done and/or products provided or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Vendor/contractors may withdraw their bid at any time before the bid due date and time by written request for withdrawal to the Parks Superintendent and by presenting proper identification upon request. **Faxed and emailed bids will be rejected. Late bids will not be accepted.**
- G. Dodge County's Standard Terms and Conditions available at: <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> are applicable to this request and are hereby made a part of it.
- H. RFB packet, updates and addenda are available on the Dodge County Request for Proposals/Bids website, <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>. It is the vendor/contractors responsibility to view the RFB document, and check the website for any updates and addenda prior to submitting a bid for this request. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the vendor/contractor.
- I. No reimbursement will be made by the County for any cost incurred in preparing

responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.

- J. Dodge County shall be the owners of any, and all of the reports, plans, specifications and documents resulting from this RFB and vendor/contractor shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFB to Owner in a format usable to the County. Awarded vendor/contractor(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.
- K. Any bid/response and any, and all supporting materials submitted in conjunction with this request may become a public record, subject to public inspection.
- L. Vendor/contractors responding to this request shall include with the bid a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request. Proposed contract shall incorporate at a minimum the County's terms and conditions and the contract requirements contained herein.
- M. Bidders shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFB) document will be handled by written addenda. Questions shall be directed to the Land Resources and Parks Department via email to parks@co.dodge.wi.us. Questions must be asked at least four (4) business days prior to the bid due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>. It is the vendor/contractor's responsibility to check the website for addenda prior to submitting your bid. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFB or resulting design. Prior to the deadline for questions, a vendor/contractor shall notify Dodge County of any error for any error or omission in any part of this RFB or resulting design. Prior to the deadline for questions, a vendor/contractor shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a bid. Such notification shall be made in writing to Dodge County Land Resources and Parks Department.
- P. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of bids. The successful vendor/contractor must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful vendor/contractor will be required to ensure that all vendor/contractor's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for

personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.

- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded vendor/contractor(s).
- R. Unpublished information pertaining to Dodge County or its employees obtained by the vendor/contractor as a result of participation in this RFB or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.
- S. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which vendor/contractor holds harmless Dodge County, its officers, elected officials and employees harmless from and against any and all claims arising from contracts between the vendor/contractor and third parties made to effectuate the purposes of this RFB. Dodge County will not agree to mutual indemnification or to indemnify vendor.
- T. NON-COLLUSIVE STATEMENT Each vendor/contractor, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Vendor/contractors. Each vendor/contractor also certifies that it is not a party to any collusive action with any other party submitting a bid in response to this solicitation.
- U. Dodge County reserves the right to reject any or all bids or parts thereof, to waive any technicality in any bid and accept any bid deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFB process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

VIII. Bid Form

We, the undersigned, propose to furnish, deliver and install to Dodge County, Juneau, Wisconsin, prefabricated double vault toilet buildings in accordance with this RFB #82 2024-01 and specifications hereto at the prices identified for the Primary and Alternate Bids below.

RFB #82 2024-01 BID FORM

Primary Bid:

Wild Goose State Trail (State Road 60) Location Non-Electric Double Vault Toilet Building.	
Provide Building specifications with bid.	
Non-Electric Vault Toilet Pricing	\$ _____

Alternate Bid #1:

Harnischfeger Park Electric Double Vault Toilet Building.	
Provide Building specifications with bid.	
Electric Vault Toilet Pricing	\$ _____

Alternate Bid #2:

Wild Goose State Tail (State Road 26) Non-Electric Double Vault Toilet Building.	
Provide Building specifications with bid.	
Non-Electric Vault Toilet Pricing	\$ _____

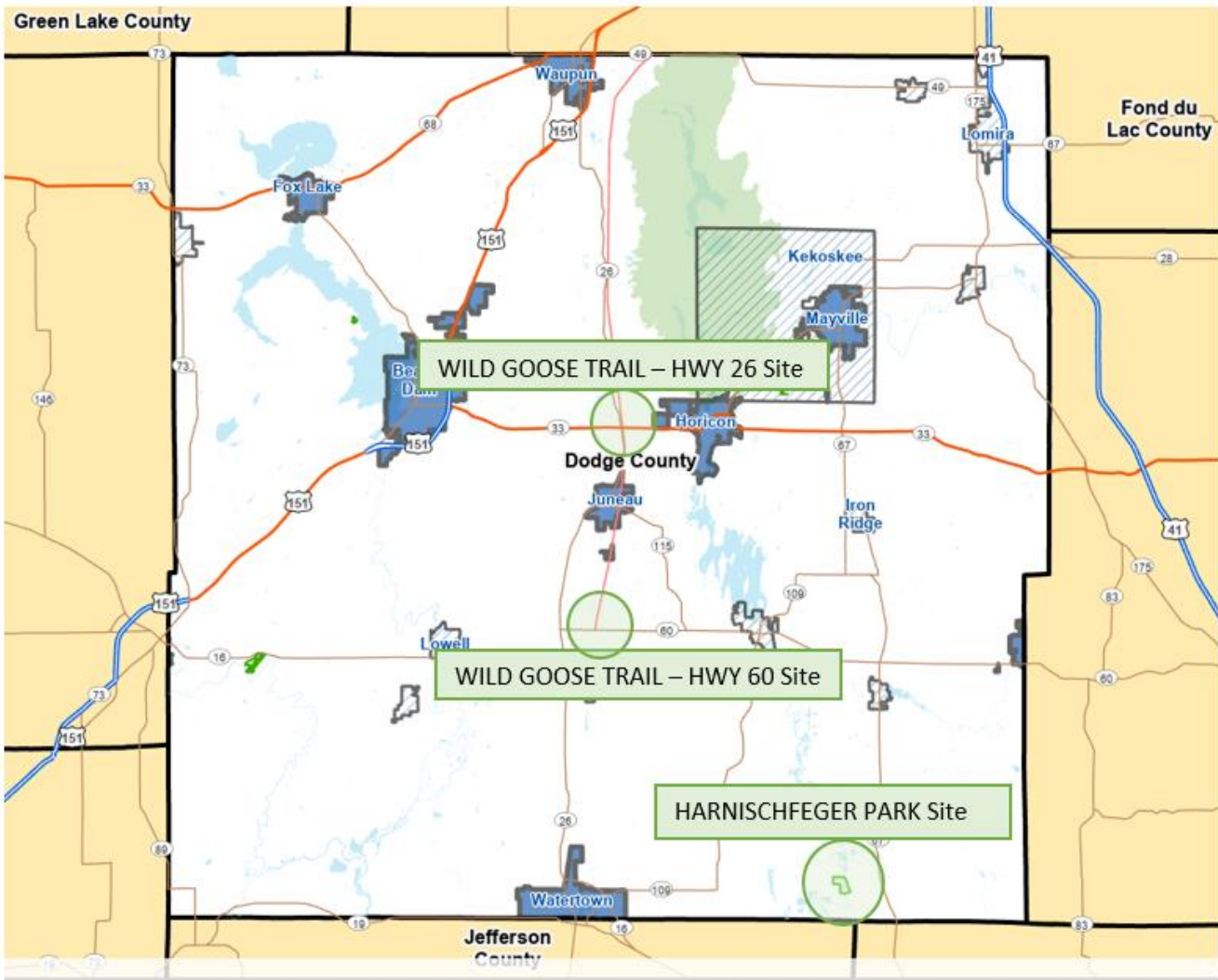
Dodge County will consider bids on individual sites, multiple sites or the entire project.

Dodge County reserves the right to award this project, reject any or all bids or parts thereof, to waive any technicality in any bid and accept any bid deemed to be the most advantageous to the County.

It is the intent of this RFB to award either or both of the alternate bids in addition to the Primary Bid contingent on the provision of sufficient funding appropriation.

IX. Location Map

DODGE CO. WI



X. Statement of Acknowledgment

Vault Toilet Furnish, Deliver and Install
Land Resources & Parks, Dodge County, WI
RFB #82 2024-02

Complete this page and include it with your sealed response to the request.

I have read this Request for Bid (RFB), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

Binding Signatures:

The undersigned vendor/contractor, submitting their bid, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Bid, the within and foregoing bid, the contract, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of their bid submission.

Company: _____

Address: _____

Original Signature: _____

Name (Print/Type) _____

Title _____ Date _____

Phone Number: _____ Fax Number: _____

E-mail: _____

XI. Addenda Acknowledgement

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

If no addenda were issued, the vendor/contractor shall so indicate and sign this document.

Vendor/Contractor

Representative Signature