



15 South School Street, PO box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

[WWW.MAYVILLECITY.COM](http://WWW.MAYVILLECITY.COM)

Request for Bids  
City of Mayville Shelter Maintenance  
Parks Department, City of Mayville, WI

**Owner and Scope of Work:** City of Mayville is requesting sealed bids from qualified bidders for Shelter Maintenance and/or Repair at four (4) park locations and one (1) alternate location throughout the City of Mayville including fascia, soffit, shingles and/or vinyl siding.

**Time and Bidding Documents:** Request for bid packets will be available starting February 20, 2025 on the City of Mayville website at <https://www.mayvillecity.com> and may also be obtained from the Park's Director Jacob Schellpfeffer at [jschellpfeffer@mayvillecity.com](mailto:jschellpfeffer@mayvillecity.com) Sealed bids should be marked "Sealed Bid Shelter Maintenance" and must be received in the Mayville City Hall, 15 S School Street, Mayville WI 53050 by 10:00 a.m. on or before Thursday, March 27, 2025.

**Pre-BID Walkthrough:** A Pre-Bid Walkthrough is scheduled for February 27, 2025 starting at 8:00 a.m. at Ziegler Park, 762 Kekoskee Street, Mayville.

**Bid Bond:** Each bid must be accompanied by a bid bond, certified check or bank cashier's check as bid security, in the sum of five percent (5%) of the bid, payable to the City of Mayville as a guarantee. In case the successful bidder shall fail to execute the Contract, the amount of the bid security shall be forfeited to the City of Mayville as liquidated damages.

**Bid Rejection and Bid Withdrawal** the City of Mayville reserves the right to refuse any and all bids or to accept any bid considered most advantageous to the City of Mayville. All Bids shall remain subject to acceptance for sixty (60) days.

**Owner and Scope of Work:** City of Mayville is requesting sealed bids from qualified bidders for Shelter Maintenance at four (4) park locations and one (1) alternate location throughout the City of Mayville.

**Scope of Work:**

Ziegler Park – 762 Kekoskee St.

- a. Building approximate size 25' by 25'
  - i. Fascia Soffit and Shingles
- b. Shelter approximate size 25' by 18'
  - i. Shingles

Ribbens Park – W2894 Dunn Road

- a. Building approximate size 35' by 35'
  - i. Shingles
- b. Shelter approximate size 18' by 20'
  - i. Shingles

Firemans Park – 475 Park St.

- a. Bathroom approximate size 28' by 18'
  - i. Shingles

Firemans Park – 475 Park St.

- a. Pavilion Shelter approximate size 35' by 42'
  - i. Shingles

**Alternate Bid**

**Scope of Work:**

Theiler Park – N8420 County Road TW

- a. Building approximate size 80' by 50'
  - i. Shingles

The successful bidder shall be responsible for the installation of fascia, soffit, and/or shingles depending on the location. The bidder shall furnish labor and materials to complete the described shelter maintenance.

**Submittal Schedule:**

Task	Date
RFB Issued	Thursday, February 20, 2025
Pre-Bid Walk Through	Thursday, February 27, 2025 at 8:00 a.m.
Deadline for questions: Questions must be emailed to: Jacob Schellpfeffer <a href="mailto:jschellpfeffer@mayvillecity.com">jschellpfeffer@mayvillecity.com</a>	Friday, March 21, 2025
Final Addendum Issued	Monday, March 24, 2025
Bid Submission Deadline and Opening	Thursday, March 27, 2025 at 10:00 a.m.

**Bid Rejection and Bid Withdrawal** the City of Mayville reserves the right to refuse any and all bids or to accept any bid considered most advantageous to the City of Mayville. All Bids shall remain subject to acceptance for sixty (60) days. The City of Mayville encourages the participation of minority, women-owned and disadvantaged business enterprises.

**Insurance Requirements:**

Prior to the commencement of services under this contract, the successful vendor will be required to provide a Certificate of Insurance indicating the coverage listed. The certificate shall

be provided via email to: [agonstead@mayvillecity.com](mailto:agonstead@mayvillecity.com) Please reference Shelter Maintenance project.

- 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 Contractor changes insurance carriers and this policy is provided on a “claims made” basis, the Contractor will secure the appropriate coverage extension to provide coverage to the project for a period 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 \$2,000,000  
(Other than Products-Completed Operations)
  - 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 the City of Mayville 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 the City of Mayville.
- C. The City of Mayville’s elected and appointed officials, and City 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.

## General Information

- A. The City of Mayville requires a high level of service from any Contractor who is looking to do business with the city. Quality, service and price are all critical factors that the City of Mayville considers when doing business and in continuing business with Contractors. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in the City of Mayville discontinuing service with a Contractor.
- B. The City of Mayville is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. If a Contractor receives an RFB packet from any source or entity other than the City of Mayville or its website, <https://www.mayvillecity.com> It is the Contractors responsibility to view the RFB document, and check the website for updates and to retrieve any addenda issued for this request. Contractors may also contact the City of Mayville and request any addenda for this request prior to submitting their proposal. Failure to do so in no way obligates the City to issue addendum or other information concerning this request to the Contractor.
- D. No reimbursement will be made by the City 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.
- E. The City of Mayville shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFB and 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 City. Awarded 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.
- F. Any proposal/response and any and all supporting materials submitted in conjunction with this request may become a public record, subject to public inspection.
- G. 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 City's terms and conditions and the contract requirements contained herein.
- H. Proposers shall list any consultants or subcontractors that may be used to complete this project.
- I. All questions resulting in further clarification or modification to this (RFB) document will be handled by written addenda. Questions shall be directed to the Jacob Schellpfeffer via email [jschellpfeffer@mayvillecity.com](mailto:jschellpfeffer@mayvillecity.com). Questions must be asked by Friday, March 21, 2025 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 City of Mayville website <https://www.mayvillecity.com> It is the 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.

- J. The City of Mayville 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 Contractor shall notify the City of Mayville of any error or omission in any part of this RFB or resulting design or which requires clarification that is discovered while reviewing the documents or preparing a bid. Such notification shall be made in writing to the City of Mayville.
- K. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of bids. The successful Contractor must agree to maintain security standards consistent with the confidentiality and security policies of the City of Mayville 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.
- L. INDEMNIFICATION The City of Mayville requires any contract or agreement to contain an indemnification clause in which consultant holds harmless the City of Mayville, its officers, elected officials and employees harmless from and against any and all claims arising from contracts between the Contractor and third parties made to effectuate the purposes of this RFB. The City of Mayville will not agree to mutual indemnification or to indemnify vendor.
- M. NON-COLLUSIVE STATEMENT Each Contractor, by submitting a response, certifies that it is not a party to any collusive action with the City of Mayville personnel and/or Consultants. Each Contractor also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.
- N. The City of Mayville reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the City. It is possible that multiple awards may be made through this RFB process.
- O. 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.

We, the undersigned, propose to furnish the City of Mayville, Wisconsin, the following Labor, materials and installation for repairs/maintenance of (4) four park locations and (1) alternate location throughout the City of Mayville in accordance with this RFB and specifications hereto attached:

	Price
Ziegler Park – 762 Kekoskee St. Building: Fascia, Soffit, and Shingles Shelter: Shingles	\$ _____
Ribbens Park – W2894 Dunn Road Building: Shingles Shelter: Shingles	\$ _____
Firemen’s Park Bathroom - 475 Park St. Shingles	\$ _____
Firemans Park Pavilion Shelter – 475 Park St. Shingles	\$ _____
<b>Alternate Bid:</b> Theiler Park – N8420 Coutny Road TW Building: Shingles	\$ _____
	\$ _____ Total

The City of Mayville reserves the right to refuse any and all bids or to accept any bid considered most advantageous to the City of Mayville. All Bids shall remain subject to acceptance for sixty (60) days.

Request for Bids  
City of Mayville Shelter Maintenance  
Parks Department, City of Mayville, WI

Complete this page and include it with your sealed bid.

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 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 proposal, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of the bid submission.

Company: \_\_\_\_\_

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

Original Signature: \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_



Exhibit A

