



**Request for Bid Proposal on
Internal office reconstruction.
Bidding Document[s] Enclosed**

CONTACT INFO

Randy Nelson

Richland County Maintenance Manager

1-608-475-1487

randy.nelson@co.richland.wi.us

Notice to Bidders:

1. **INVITATION FOR BIDS:** Richland County Maintenance Department is looking to obtain bids for reconstruction of office space within the Community Services Building. Bids will be received at the Richland County Maintenance Department office or Richland County Clerk's office until **Tuesday, December 23rd, 2025, by 12:00 p.m.** Bids can be emailed to the contact listed above or delivered to 181 West Seminary Street Richland Center WI 53581 directly to the Clerk's Office.
2. **TIME & PLACE OF BID REVIEW AND SELECTION:** Bid Proposals will be reviewed by the County Administrator and the Maintenance Director on the following date and time:
 - ✓ **Date:** Tuesday, December 23rd, 2025
 - ✓ **Time:** 3:00 p.m.
 - ✓ **Location:** Richland County Courthouse Conference Room, 181 Seminary St., Richland Center, WI 53581
3. **INSTRUCTIONS TO BIDDERS:** Specifications and additional proposal forms may be obtained from the contacts listed above. **Bidders MUST contact Randy Nelson and visit site to understand what is needed during this construction project. No bids will be accepted unless the bidder has visited the site and understands what the demands are of this facility. The awarded bidder must have all work completed by the end of workday February 27th, 2026.**
4. **REJECTION OF BIDS:** Richland County reserves the right to reject any or all bids as authorized by law and to award the contract to other than the lowest bidder at its discretion, if the best interest of the County is thereby served. All equipment and placement must meet current state and federal regulations.
5. **INTENT OF CONTRACT** The general contractor is to arrange the construction and electrical changes that will be needed to do this project. The general contractor will be responsible for the pulling of the permits from the city office for this project. It is the County's intent that the successful bidder shall furnish and/or install the specified equipment or materials. Only new and unused equipment in current production and in common usage will be considered in the award. The project consists of removing 4 current doors in offices and moving them and installing them into 4 new locations on different walls. There will be electrical outlets that will need to be relocated because of the reconstruction of office space. After removing, the openings shall be filled in and to a finished product.
6. **BASIS OF AWARD:** Bidder's take note that the award of the contract, by the County, will not solely be based upon purchase price submitted on the provided bidder's proposal form. Consideration will also be given to delivery dates, availability of materials and parts, customer service, facility locations, ability to meet specifications, as well as past contract experiences with working with the County.
7. **QUESTIONS:** Questions regarding the attached specifications, please contact the above listed.

Bidder's Proposal

COMPANY NAME

EMAIL ADDRESS

ADDRESS

WEBSITE

Reconstruction and clean-up of premises. Community Services Building, 221 WEST SEMINARY STREET, RICHLAND CENTER, WI

\$ _____

COMPLETION DATE

Signature of Bidder/Authorized Representative

Date

Printed name of person signing above

Title

[]

Telephone Number

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made when project is substantially completed. If separate bids are indicated, acknowledge acceptance by initialing those prices which you hereby accept.

Date of Acceptance

Signature of Authorized Bidder

Signature of Authorized Representative

OFFICE: [608] 475-1487

EMAIL: randy.nelson@co.richland.wi.us