

Instructions to Bidders

Referred to as the “**Coach House Cottage**” the home is located at 4148 Main Street, Fish Creek WI and must be moved off the property at that address not later than April 15th, 2025. Each bid must contain the full name of every person or company interested in the same.

Bids shall be submitted in sealed envelopes addressed to the Town Clerk for the Town of Gibraltar at the Gibraltar Town Center, 4097 Main St., Fish Creek, WI 54212 and shall be plainly marked on the outside thereof: “Offer to purchase the Coach House Cottage.” They shall also bear the name of the bidder.

Bids shall be submitted prior to 3:00 P.M. on September 27th, 2024. Late bids will not be accepted under any circumstance and will be returned to the proposing firm or individual unopened. No Bids May be withdrawn for a period of 15 days after they have been opened without the consent of the Town Board. On September 30th at 9:00 A.M. the bids will be opened in the Town Clerk's office at the Gibraltar Town Center. The contents of the bids will be made public for the information of all bidders and other interested parties who may be present in person or by representative.

Consideration of Proposals

The Town of Gibraltar reserves the right to reject any and all bids, and to waive technicalities or to advertise for new proposals, if in the judgement of the awarding authority, the best interests of the Town will be promoted thereby.

A deposit (see Chart below) must accompany the bid. This amount must be by check and is nonrefundable to the successful bidder.

<u>Bid amount</u>	<u>Deposit amount</u>
\$0-\$1,999	\$1,000
\$2,000- \$4,999	\$1,500
\$5,000 - \$9,999	\$2,000
\$10,000 – up	\$2,500

If the Deposit is less than the bid amount the remaining balance will be applied to the performance deposit of the successful bidder.

Award of Contract

The award of the contract, if it is awarded will, be at the October Gibraltar Town Board meeting held at 7:00 P.M. on October 2, 2024. The award shall be made to the bidder whose proposal complies with all the requirements prescribed. In no case will an award be made until all necessary investigations are made as to the responsibility of the bidder to whom it is proposed, and assurances are received that the building will be removed within the specified time. The successful bidder will be notified, by letter mailed to the address shown on the proposal, that his/her bid has been accepted and the contract is awarded.

Cancellation of Award

The Town of Gibraltar reserves the right to rescind the award of the sale of the home located at 4148 Main Street Fish Creek WI at any time before the execution of the contract by all parties without any liability against the Town.

Performance Bond

A performance bond of \$5,000 will be required from the successful bidder. The performance bond will be returned upon satisfactory removal of the building and cleanup of the building site.

Bidders Insurance

When the award of the contract is issued, until the day of the home removal and clean-up of the property at 4148 Main St. the bidder shall take out and maintain such public liability (bodily injury and property damage) insurance as shall protect the bidder and any sub-contractor performing the work covered by the contract from claims for damages or personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operations were performed by the bidder or by any sub-contractor or anyone directly or indirectly employed by the Town.

Body injury liability:		Property damage liability:	
Each person	\$1,000,000	Each Accident	\$250,000
Each accident	\$1,000,000	Med pay	\$50,000

The insurance shall remain in full effect and force from the time of the award of the contract through the day the home is moved off the property at 4148 Main Street, and the Town of Gibraltar shall be named as an additional insured party. The insurer shall certify that in the event of cancellation or material change of the insurance, at least (10) days written notice of such cancellation or material change shall be given to the Town. If there are material changes in the insurance the contractor shall provide a revised certificate of insurance which explains all material changes, and the Town of Gibraltar shall again be named as an additional insured party.

The bidder shall specifically agree to indemnify and save and hold the Town of Gibraltar harmless against any loss, damage, cost and/or expenses (including attorney’s fees reasonably incurred), which may in any way occur against the Town because of moving the structure.

Time for completion

Work on this contract may begin after all insurances and notice has been given to the Town of Gibraltar. And notice of work commencement must be received (5) days before the start of any work. Work on this contract shall be completed no later than April 15, 2025, or as may be modified or extended as mutually agreed upon. Upon receipt of a written order by the Town Clerk to commence work, the building and its contents shall be in the custody of the contractor.

Additional bidder requirements:

- The Bidder shall notify the electric, television and telephone companies that it will be necessary for them to disconnect and remove their equipment from the building prior to the time the building is moved.
- Within (5) days of the removal of the building from the property the bidder shall clean up all the debris left over from the moment of the building, including removal of all the building foundation materials.
- No burning of any debris on site will be permitted.
- Any damage to grassy areas shall be restored to the satisfaction of the Town of Gibraltar Maintenance Supervisor.
- The bidder shall make final clean-up of the property to the satisfaction of the Town of Gibraltar Maintenance Supervisor. The final cleanup area shall include, but is not limited to, the property where the building was moved from, the adjacent properties, and streets.
- The performance bond will not be returned to the bidder unless and until the Administrator informs the Town Treasurer that the removal of the building and the cleanup of the building site are satisfactory.

Permits and notifications

The bidder shall procure and pay for all the permits necessary to carry out the work, including those necessary while the streets are obstructed either by operations or by the storage of equipment or materials.

No building may be left on Town property or streets overnight once it has been removed off its existing site.

To make appointments or questions contact the Town of Gibraltar Clerk at:

Laura Reetz (920) 868-1714

Town Clerk

Office Hours

Monday -Thursday 10:00 A.M. – 3:00 P.M.

Friday 8:00 A.M. – 12:00 P.M.

Town Office Location:

4097 Main Street

Fish Creek, Wisconsin 54212