

1 **DOCUMENT 00 11 16**  
2 **INVITATION TO BID**

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4 **PROJECT INFORMATION**

5 Notice to Bidders: Bidders are invited to submit bids for Project as described in this Document.

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7 Project Identification: **Courtroom Renovation for Clark County Courthouse, Branch 2 – Phase 1**  
8 Project Location: **517 Court Street, Neillsville, WI 54456**  
9 Owner Representative: **Daniel Giles**  
10 Designer Project Number: **25001**  
11 Design Firm: **Apex Engineering.**  
12 Mechanical Designer: **Landon Julson**  
13 Electrical Designer: **Carl Klinkenberg**  
14 Plumbing Designer: **Heath Mathews**  
15 Architectural Designer: **Amanda Watkins**  
16

17 Construction Contract: Bids will be received for a Single-Prime Contract.

18  
19 **Project Description:**

20 The project consists of renovating Courtroom Branch 2 and its associated Jury room. The Courtroom  
21 renovation includes updating the space to be more accessible and replacing the ceiling, lights, flooring,  
22 and updating the electrical and mechanical system. The Judges bench, jury box, and other half wall in  
23 the room will be rebuilt. A new rap will be constructed to allow the Judge access to the bench. The  
24 Jury room will receive new flooring, ceiling, and paint, along with a new kitchenet complete with base  
25 cabinets, sink, and refrigerator.

26 The Courthouse is a secure building, coordination with the security personal will be required.  
27

28 **PREBID MEETING**

29 A mandatory pre-bid walk through will be conducted on **Thursday, January 8, starting at 9:00 AM.** All  
30 participants shall meet at the project site at door B103 on the North side of the building along 6<sup>th</sup> Street.

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32 All questions and clarifications must be emailed to Apex Engineering, [landonj@apexengineering.biz](mailto:landonj@apexengineering.biz) by  
33 Monday, January 12, 2026. An addendum will be issued January 15<sup>th</sup>.  
34

35 **BID SUBMITTAL AND OPENING**

36 Owner will receive sealed lump sum bids until the bid time and date indicated below:  
37

38 **Bid Date:** Thursday, January 22, 2026.

39 **Bid Opening:** 2:00 p.m., local time, all bids must be submitted before 2:00 p.m.

40 **Location:** Clark County Courthouse, 517 Court Street, Neillsville, WI 54456

41 Bids will be thereafter **publicly** opened.  
42

43 Bids can be mailed or hand delivered to: 517 Court Street, Neillsville, WI 54456

44 Bids can also be emailed to: [daniel.giles@co.clark.wi.us](mailto:daniel.giles@co.clark.wi.us)  
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46 **BID SECURITY**

47 Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be  
48 withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids  
49 and to waive informalities and irregularities.  
50

51 **DOCUMENTS**

52 Bid Documents can be obtained after December 18, 2025 through any of the following site(s): [La Crosse](#)  
53 [Builders Exchange](#), [Northwest Regional Builders Exchange](#), and [Lien and Peterson Architects](#)  
54  
55

1    **TIME OF COMPLETION**

2    Bidders shall begin the Work on receipt of the Notice to Proceed. All work must be completed before  
3    December 31, 2026.

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5    **BIDDER'S QUALIFICATIONS**

6    Bidders must be properly licensed under the laws governing their respective trades and be able to obtain  
7    insurance and bonds required for the Work.

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9    **INTERPRETATION**

10   No verbal explanation or instructions will be given in regard to the meaning of the drawings or  
11   specifications during the bid period. Bidders shall bring inadequacies, omissions, or conflicts to the  
12   Architect/Engineer's attention at least ten (10) business days before the date set for bid opening. Prompt  
13   clarification will be supplied to all bidders of record by addendum.

14  
15   Failure to so request clarification or interpretation of the drawings and specifications will not relieve the  
16   successful Bidder of responsibility. Signing of the contract will be considered as implicitly denoting that  
17   the Contractor has thorough understanding of the scope of work and comprehension of the contract  
18   documents.

19  
20                                   **END OF SECTION**