

**SECTION 00 11 16**  
**INVITATION TO BID**

## PROJECT INFORMATION

Notice to Bidders: Qualified bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.

## Project Identification: Alma City Hall Remodel – Phase One

Project Number: 25020

Project Location: 1225 South Main Street, Alma, WI 54610

Owner's Representative: Mayor Rick Champeny

Architect: Lien & Peterson Architects, Inc.

Supervising Professional: William Boettcher, PE

This remodel project will include new public toilet rooms, reworked office areas, reworked break room, and a new city meeting space. In addition, the windows on the North and East elevations and EPDM roof system will be replaced. All associated plumbing, electrical, and mechanical rework will be necessary, see plans.

Construction Contract: Bids will be received for the following Work:

### General Contract (all trades).

## **BID SUBMITTAL AND OPENING**

Owner will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

Bid Date: February 19, 2026.

Bid Time: 2:00 p.m., local time.

Location: Alma City Hall, 314 North Main Street, Alma, WI 54610

Bids will be thereafter publicly opened and read aloud.

## BID SECURITY

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 No bids may be withdrawn for a period of 60 days after opening of bids.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

## PREBID CONFERENCE

A prebid conference for all bidders will be held at 1225 South Main Street, Alma, WI 54610 on February 4, 2026 at 10:00 a.m., local time. Prospective bidders are requested to attend, but not required.

## DOCUMENTS

Printed Procurement and Contracting Documents: Obtain after January 22, 2026 on our website at [www.lienandpetersonarchitects.com](http://www.lienandpetersonarchitects.com) and at the following builders exchanges, Northwest Regional Builders Exchange, La Crosse Builders Exchange, and Minnesota Builders Exchange.

#### TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within 180 calendar days.

## **BIDDER'S QUALIFICATIONS**

Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

## INTERPRETATION

No verbal explanation or instructions will be given in regard to the meaning of the drawings or specifications during the bid period. Bidders shall bring inadequacies, omissions, or conflicts to the Architect/Engineer's attention at least nine (9) business days before the date set for bid opening. Prompt clarification will be supplied to all bidders of record by addendum.

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

The Architect/Engineer will be responsible for verbal instructions.

**END OF DOCUMENT**