

WAUPACA COUNTY

Parks & Recreation Department

Courthouse - 811 Harding St.
Waupaca, WI 54981
Phone: 715-258-6243 Fax: 715-258-6239

June 22, 2023

«Company»
«Address 1»
«City» «State» «PostalCode»

To Whom It May Concern,

Sealed bids will be accepted by the Waupaca County Parks Department until **9:00 a.m. local time on July 28th, 2023**, in the Parks & Solid Waste Department, Courthouse, 811 Harding Street, Waupaca, WI 54981, for the following:

Lease of 11,269.5 sq. ft. of fully enclosed storage space and 6,264 sq. ft. of covered storage space at the Waupaca County Fairgrounds in Weyauwega. Three-year lease - Space Available from October – April for the 2023-24, 2024-25 and 2025-26 seasons.

For information and specifications visit go to www.co.waupaca.wi.us - and click on the “Businesses” tab then “Bids and Proposals” and select bid #RFB23-013-37.

Bid envelopes must be sealed and marked “**RFB23-013-37 - Waupaca County Fairgrounds Storage Bid**”.

Based on a review of the bids, the County will select the vendor whose bid best fits the needs of the County. Waupaca County reserves the right to reject any or all bids or to accept any bid which may be most advantageous to the County.

Any questions should be directed to Ann Casamassa, Parks Supervisor, at the Waupaca County Parks Department, 715-258-6243.

Sincerely,

John D. Francis
Director

JDF/kch

WAUPACA COUNTY

Parks and Recreation Department

Courthouse - 811 Harding St.
Waupaca, WI 54981
Phone: 715-258-6243 Fax: 715-258-6239

REQUEST FOR BIDS COUNTY OF WAUPACA, WISCONSIN

Waupaca County is taking bids on the lease of enclosed storage space in three buildings located at the Waupaca County Fairgrounds in Weyauwega. The annual lease rate will be good for three seasons, October 1st 2023 – April 20th, 2024, October 1st 2024 – April 19th, 2025 and October 1st 2025 – April 18th, 2026.

The Education Building and the Dairy Barn space will be a package deal and must be bid together. The space in the Hog/Sheep Barn is listed as a separate bid item as it is not a fully enclosed building and some bidders may not be interested in it. This is broken out on the bid form. These groupings will be considered separately when awarding bids, if you are not interested without winning both groupings, please state so on your bid form.

The minimum acceptable bid for all available storage space will be \$0.90/sq ft. per year. Bids will be received in a sealed envelope plainly marked “**Waupaca County Fairgrounds Storage Bid**”, by the Waupaca County Parks and Recreation Committee in the office of the Parks and Recreation Department, 811 Harding St., Waupaca, Wisconsin 54981, until **9:00 a.m. local time on the 28th day of July, 2023**. Bids will be awarded at the 10 a.m. Park Committee Meeting on August 1st, 2023.

Waupaca County reserves the right to reject any or all bids, waive irregularities, or accept the bid most advantageous to the County of Waupaca. The successful bid will be chosen by the Waupaca County Parks and Recreation Committee on the basis of which bid best fits the requirements of the Parks and Recreation Department.

INSTRUCTIONS TO BIDDERS

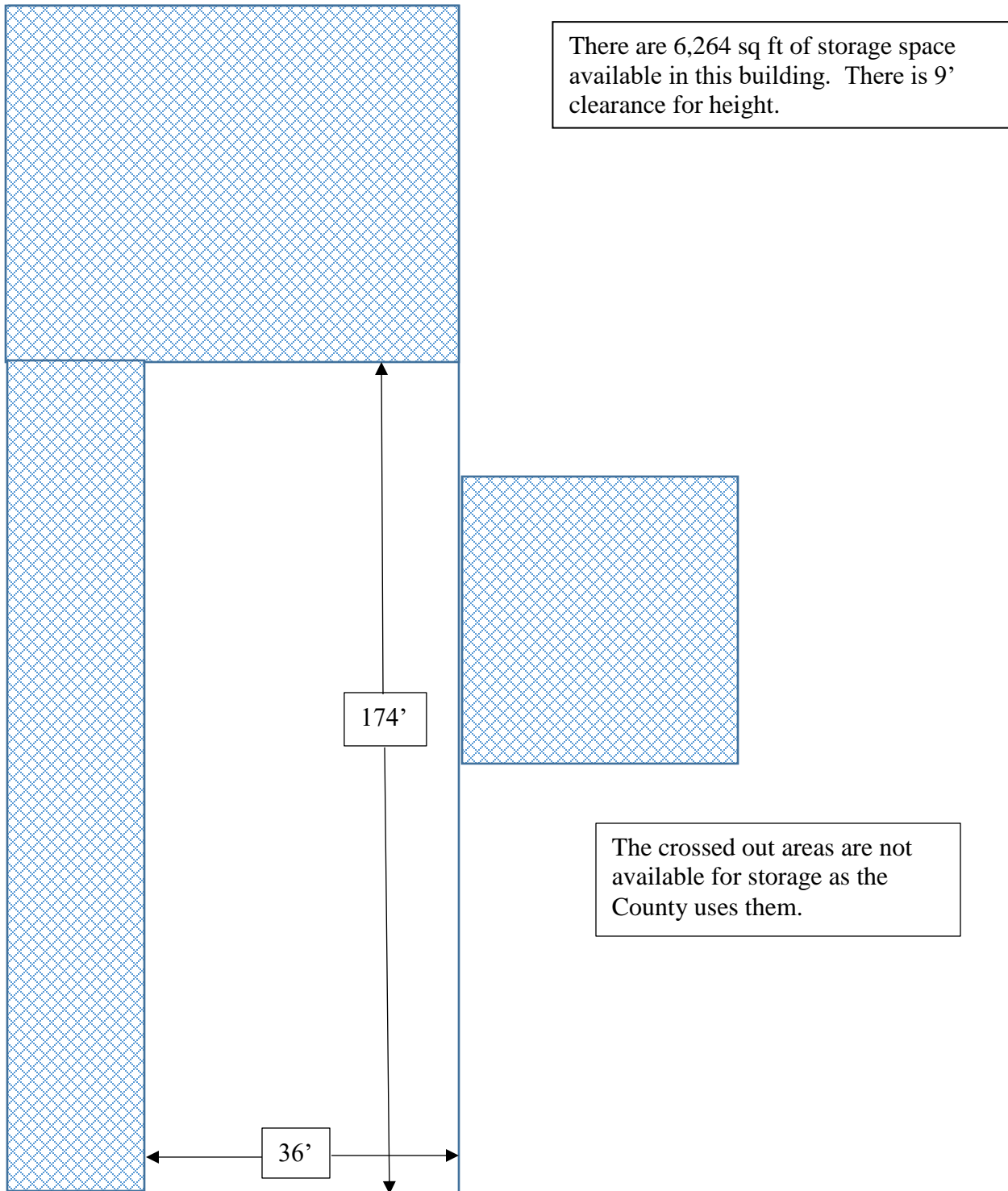
The storage space is in three buildings, 6,264 sq ft in the Hog/Sheep Barn, 7,564.5 sq ft in the Education Building and 3,705 sq ft in the Dairy Barn. Please see the attached drawings for details and arrange a time to view the buildings prior to bidding.

Please review the attached sample lease for details.

Any questions should be directed to:

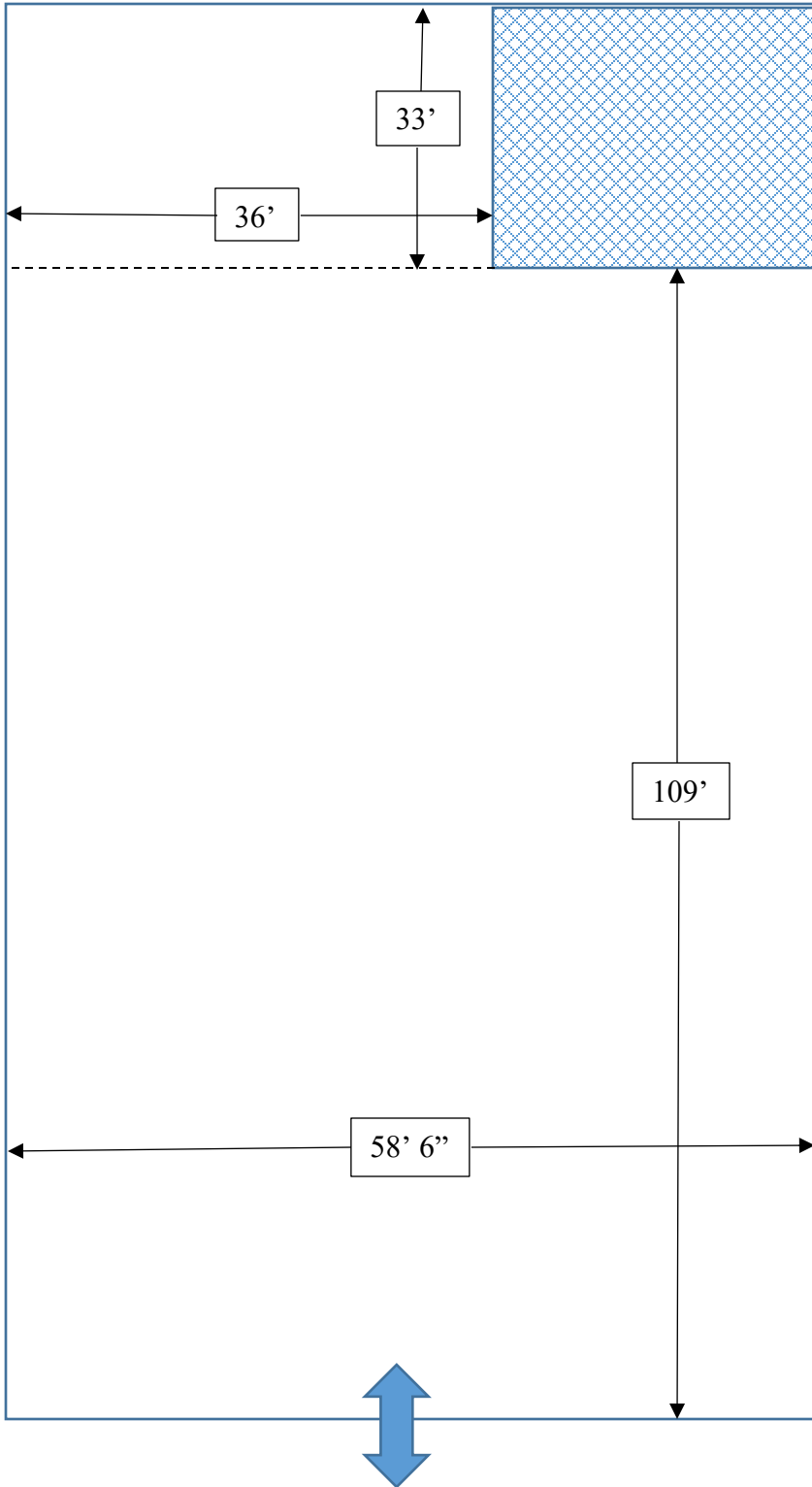
Ann Casamassa, Parks Supervisor
Waupaca County Parks & Recreation
715-258-6243

Hog/Sheep Barn Storage Area



** Drawing is not to scale – only represents the area available.

Education Building Storage Area



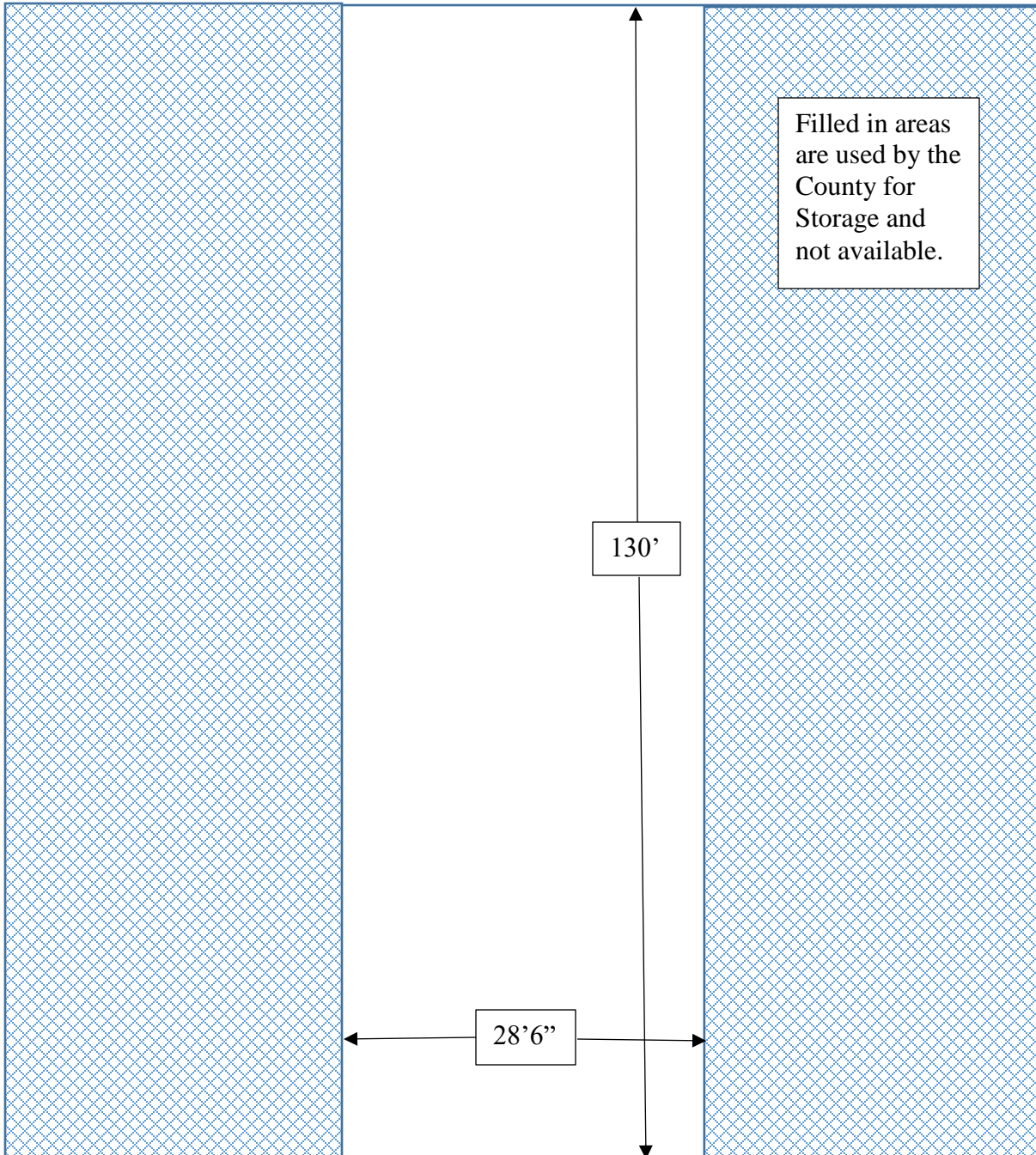
There is 7,564.5 sq ft available for storage in this building. Overhead clearance is 10'6" to the lights.

The filled in area is where the restrooms are located so it is unavailable for storage.

This is the main garage door. 11' 6" wide by 10' 6" tall.

** Drawing is not to scale – only represents the area available.

Dairy Barn Storage Area



There is 3,705 sq ft of storage space available in this building. The door is 13'8" wide by 13'10" tall. The door is the limiting factor for overhead clearance.

** Drawing is not to scale – only represents the area available.

Fairgrounds Storage Space Bid Form

Bidders must submit this form in a sealed envelope plainly marked “**Waupaca County Fairgrounds Storage Bid**”, to the Waupaca County Parks and Recreation Department, 811 Harding St., Waupaca, Wisconsin 54981, by **9:00 a.m. local time on the 28th day of July, 2023.** Bids will be opened at that time and awarded at the 10 a.m. Park Committee Meeting on August 1st, 2023.

Hog/Sheep Barn Storage Space (6,264 sq ft)

Bid price/sq ft: \$ _____

Total Cost per year: \$ _____

Education Building (7,564.5 sq ft) and Dairy Barn Space (3,705 sq ft) = Total of 11,269.5 sq ft.

Bid price/sq ft: \$ _____

Total Cost per year: \$ _____

Bidder Name/Company _____

Bidder Address _____

Phone Number _____

Representative Name/Title _____

WAUPACA COUNTY FAIRGROUNDS BUILDING STORAGE SPACE LEASE

THIS LEASE AGREEMENT made and entered into this ____ day of _____, ____ by and between WAUPACA COUNTY, a political subdivision of the State of Wisconsin, by its Park and Recreation Committee, hereinafter called Lessor, and _____, hereinafter called Lessee.

1. The Lessor hereby leases to Lessee space in the _____ at the Waupaca County Fairgrounds in the City of Weyauwega, Wisconsin, for three terms of approximately 7 months for the purpose of storing property of the Lessee.
2. The Lessee agrees to pay Lessor for the right to store the property the sum of \$ _____ each season in advance of any use or occupancy of the storage space.
3. The Lessee agrees to remove the above described personal property by the end date of each term, April 20th, 2024, April 19th, 2025, and April 18th, 2026. In the event the Lessee fails to remove said property by the said dates, Lessee agrees to pay Lessor the sum of \$100.00 per day as liquidated damages, for each day after the expiration date that the property remains on the Lessor's premises.
4. The Lessee agrees to a \$500 deposit on each lease for expenses related to items left in the buildings after the contract date. This deposit will be refunded when all items are removed.
5. *The Lessee agrees that all doors and gates will be locked after leaving the premises.*
6. This Lease shall have three terms: _____
7. The Lessee agrees to have a liability policy in effect during the period of the lease, copy of the same to be sent to the Waupaca County Parks and Recreation Department.
8. Should the Lessee wish to terminate the lease prior to the second term, the Lessee must notify the Lessor in writing prior to the expiration of the first term.

IT IS MUTUALLY UNDERSTOOD AND AGREED by the Lessor and the Lessee, that the Lessee is occupying the storage space designated in this Lease at his own risk and expressly waives all claims against the Lessor for damage occurring to the property of the Lessee by reason of its storage. It is the express intent of the contracting parties that the Lessor shall not be liable to the Lessee for any damage or theft to the property of the Lessee, even if the property is unattended or unguarded.

Lessor reserves the right to remove the property of the Lessee from the building designated in this Agreement, or to move the property of the Lessee within the building designated in this Agreement, when, in the opinion of the Lessor, removal or movement is necessary. The Lessor shall not be liable for any damage caused by the removal or movement of property.

The Lessee agrees to promptly remove the property upon the expiration of the term of this Lease. In the event that the property is not promptly removed upon the expiration of the term of this Lease, the Lessor may remove it from the building and place it in any area of the Waupaca County Fairgrounds, or elsewhere, as may be most convenient for the Lessor.

Waupaca County Park & Rec. Dept.

Lessee

Director