

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: BID AWARD: Razing and Site Restoration, 695 N Chestnut St

Meeting Date: Finance and Council on 12/2/2025

Requested by: Ashley Oliphant, City Administrator

Background: Earlier this year, a Raze Order was issued by the Zoning Administrator for the building located at 695 N. Chestnut Street. The owner was ordered to raze the building within 90 days and failed to do so. After completing the notice requirements, the City may now raze the building and recover the associated costs through special assessments. An [invitation to bid](#) was posted and the required Class I Notice, as required for public construction projects, was published.

Due to a change in the publication schedule of the newspaper (holiday), the notice period was met as of today, allowing the Common Council to proceed with the award consideration tonight. However, the official Invitation to Bid set the submission deadline for all bids as December 4, 2025, at 4:00 PM. As a result of this timing discrepancy, not all anticipated bids have been received as of this meeting date.

The City Administrator requests authorization from the Common Council to allow the award to proceed following the December 4, 2025 deadline. The request is for authorization to award the contract to the lowest qualified bidder meeting all specifications, as soon as practicable after the final bid opening and subsequent evaluation. This will prevent unnecessary delays to the project timeline, which currently requires commencement within 15 days of the contract award.

Financial Impact: More than \$5,000 and less than \$25,000.

Funding Source: Pool 4 – Major Building Repairs (\$60,000 available balance)

Requested Action:

FINANCE: Motion to recommend to the Common Council to authorize the City Administrator to award the contract to the lowest qualified bidder meeting all specifications after the December 4, 2025 bid submission deadline.

COUNCIL: Motion to authorize the City Administrator to award Bid No. RAZE-2025-01 for the Razing of Structure and Site Restoration at 695 N. Chestnut Street to the lowest qualified bidder meeting all specifications, following the December 4, 2025 submission deadline.

Attachment(s): None