

APPLETON INTERNATIONAL AIRPORT

REQUEST FOR PROPOSAL

FOR

**AUXILIARY FIREFIGHTING EQUIPMENT
FOR AIRPORT RESCUE & FIRE FIGHTING**

DUE BY: December 3, 2015

1.0 **Specifications**

The Appleton International Airport (Appleton, WI 54914) is seeking to purchase auxiliary firefighting equipment.

All requested equipment must be new (un-used and un-demoed).

The proposing vendor must be able to supply all items requested in the grouping on Attachment A, proposals will not be accepted for only certain items.

See and complete Attachment A for the requested specifications for items. Pricing shall be for all items in each grouping, including delivery.

The specifications referenced require the doing of all things necessary, proper for, or incidental to the furnishing of said unit. All items of design and equipment not listed in these specifications, but involved in carrying out their intent, are required to be furnished by the vendor, the same as if these items were specifically mentioned and described in these specifications. Manufacturer's standard equipment on all components of unit shall be included with this proposal even though they may not be formally called out in these specifications. The unit must be fully assembled and tested prior to delivery by a factory representative. Shipping cost is the responsibility of the vendor and shall be included in the lump sum cost.

The fact that we may specify a manufacturer and model number is not meant to limit acceptable products; rather it is a means to establish a minimum level of acceptable quality. You may propose any manufacturer and model as long as the products you propose are equal to or exceed the required specifications. Outagamie County will be the sole judge of equivalency. If we state a specific manufacturer and you propose a different, you must include a spec sheet on the item you are proposing.

2.0 **Proposal Submittal and Requirements**

- Completed Proposal Form. Note the price must include all options requested and provided in Attachment A.
- Completed Attachment A – Specifications.
- Specification sheet(s) if you are proposing a manufacturer other than one we specify
- Pricing on your standard quote form which references all items proposing (separated by Grouping)

Failure to provide all requested information may result in the rejection of your proposal.

3.0 **Contact Information**

Technical Specifications

Scott Volberding
Operations & Maintenance Manager, Airport
Scott.Volberding@outagamie.org
(920) 832-5176

Purchasing Policy Information

Nicole Schoultz

Outagamie County, Purchasing Coordinator

(920) 832-6083

Nicole.Schoultz@Outagamie.org

4.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any updates online at www.outagamie.org then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 County Reservation

Outagamie County openly solicits the best possible value on all of our "Requests for Proposals". Because we are a local government, we are able to purchase directly from many of the state and federal contracts. However, in order to not discriminate against our local proposers, we openly solicit proposals of similar pricing structure from all qualified proposers. In the event that all proposals received are in excess of any existing state or federal contract that is available to Outagamie County, we may at our discretion, reject all proposals, and purchase directly from the vendor awarded the state or federal government contract. Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.

- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

6.0 Closing Date & Submittal

Proposals will be received up to 2:00 pm CT, December 3, 2015.

Email proposals to Nicole Schoultz at nicole.schoultz@outagamie.org

7.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

8.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make a presentation to a committee responsible for making final recommendations. The process allows for confidential clarifications, negotiations and revisions.

9.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

10.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org than **Status of Bids/Proposals**.

OUTAGAMIE COUNTY PROPOSAL FORM
Auxiliary Firefighting Equipment

Proposals Due: December 3, 2015 -- 2:00 CT

Send Proposals To: nicole.schoultz@outagamie.org

Lump Sum _____

Delivery will be _____ calendar days after receipt of Purchase Order.

Include all information as requested in Section 2.0

Firm Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____