

**OUTAGAMIE COUNTY**  
**REQUEST FOR INFORMATION & PROPOSAL**  
**FOR**  
**ODOR / DUST CONTROL SYSTEM**  
**FOR**  
**DEPARTMENT OF RECYCLING & SOLID WASTE**

**DUE BY: February 1, 2016**

**Site Tour – One optional site tour on January 21, 2016 at 9:00 a.m. CT (see Section 3.0 for details)**

## 1.0 **Site Background**

The Outagamie County Department of Recycling & Solid Waste opened the Tri-County Single Stream Recycling facility in 2009. This facility is part of the BOW entity of Brown, Outagamie and Winnebago Counties. The facility is the largest publicly owned and operated Single Stream Recycling facility in the United States. The site is located at 1419 Holland Rd in Appleton, WI.

## 2.0 **Information Request**

Due to the ever increasing annual tonnages of recyclables, along with the addition of a 2<sup>nd</sup> shift in 2013, the volume of dust accumulation and other types of maleficent odors warrant an assessment of what varieties of odor/dust control systems are available that are specifically designed for Single Stream Recycling facilities. The specific areas that need to be addressed are the (MRF) Material Recovery facility tip floor and the In-Feed Conveyance System prior to the single stream materials entrance into the sorting facility. It is critical that that misting system control dust without actual mist or droplets coming in contact with the single stream materials. We are seeking information and proposals on a system(s) that address both odor and dust concerns prior to entry into the sorting plant.

The County reserves the right to award a system from this Request for Information/Proposal or we may use the information gathered and issue a separate Request for Proposal. It will be the County's sole decision to determine the outcome from this RFI/P.

## 3.0 **Site Tour**

In order for vendors to become familiar with the site there will be one site tour on January 21, 2016 at 9:00 a.m. CT. No individual tours will be given. All vendors will meet at the Department of Recycling and Solid Waste (1419 Holland Rd, Appleton). Since the tour will include going into the plant, which will be in operation. The use of PPE (hard hat, safety vest, eye protection) is mandatory. If you do not bring your own protection, PPE will be provided. A site tour is not mandatory to submit information on your solution.

## 4.0 **Submittal**

Provide one original and two copies of information.

Provide the following -

- Completed Information & Proposal Form.
- Detailed information on your system and how it will handle the dust and odor in the County's facility.
- Cost information. Include initial lump sum cost (equipment and installation) as well as any consumable cost. If there is a consumable cost, include how often that would need to be purchased.
- Completed Attachment A – Insurance and Indemnification.

## 5.0 **Contacts**

All requests for further information should be directed to the following –

### **Site Information**

Scott Steede  
Recycling Foreman  
(920) 832-5072  
[Scott.Steede@outagamie.org](mailto:Scott.Steede@outagamie.org)

### **Purchasing Policy & Procedure Information**

Nicole Schoultz  
Purchasing Coordinator  
(920) 832-6083  
[Nicole.schoultz@outagamie.org](mailto:Nicole.schoultz@outagamie.org)

## 6.0 **Clarification and/or Revisions to the Specifications and Requirements**

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

The County is relying on the vendor to provide its professional (experience and expertise with regard to industry standards for the project requested). If the vendor believes specifications are not within industry standards, they must bring its objection or concern to the County's attention.

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

It is the Vendor's responsibility to assure receipt of all addenda, which would be posted on the County's website at [www.outagamie.org](http://www.outagamie.org) then Bids & Proposals under this project. Upon posting, such addenda shall become part of the RFI/P and binding on Proposer(s).

## 7.0 **County Reservation**

Outagamie County openly solicits the best possible value on all of our "Requests for Information & Proposals".

- a. This request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a response to this request.
- b. The information and proposal submitted will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County has the sole discretion and reserves the right to cancel this request.

- e. Outagamie County reserves the right to request clarifications from any vendor on their response.

#### **8.0 Closing Date**

Outagamie County will receive responses up to 2:00 p.m. CT, February 1, 2016.

Information must be sent to (no fax or email is acceptable) –

Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St  
Appleton, WI 54911

#### **9.0 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.

#### **10.0 Venue**

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

#### **11.0 Status of Project**

Upon award (if any), information submitted 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](http://www.outagamie.org) than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY INFORMATION & PROPOSAL FORM**  
**Odor & Dust Control System**

**Proposals Due:** February 1, 2016 -- 2:00 p.m. CT

**Send/Deliver Proposals To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St (4<sup>th</sup> Floor)  
Appleton, WI 54911

**Provide information as requested in Section 4.0**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_