

**APPLETON INTERNATIONAL AIRPORT**

**REQUEST FOR PROPOSAL**

**FOR**

**REUPHOLSTER OF CUSHIONS**

**DUE BY: February 8, 2017**

**2:00 p.m. CT**

## 1.0 **Specifications**

The Appleton International Airport (a municipal organization under Outagamie County, WI) is seeking a vendor to reupholster approximately 225 seat cushions in 2017. After these cushions are reupholstered in 2017 we have approximately 500 more cushions to reupholster. We are also seeking a price for 2018 and 2019 for the remaining cushions, which would likely be split up 250 each in 2018 and in 2019.

A minimum of 16 cushions (eight seat cushions and eight back cushions) will be done at a time. Each cushion is 20" x 21 ¼".

The Airport will be responsible for the removal of each cushion and will coordinate with the vendor for pickup of the cushions at various times throughout the project. The vendor will work with the Airport on the timing and amount of cushions that will be replaced so the Airport maintains enough seating for its customers as well as keeping the airport terminal in a state that remains visually appealing to the customer at all times.

The cushions will be reupholstered with the following vinyl fabric –

- Manufacturer: Duralee
- Collection: Writer's Block Vinyl
- Pattern: 90948
- Color: Coal
- Fabric Content: Face 40% Polyurethane and Back 60% Polyester
- Anti-Bacterial
- Stain Resistant
- Flammability: Cal 117, NFPA 260U; UFAC Class 1

The reupholster service (price) per cushion shall include the following –

- All labor and materials
- Pickup and delivery of cushions from the Airport (W6390 Challenger Dr in Appleton, WI)
- Removal and disposal of existing vinyl fabric from cushions
- The existing foam padding on cushions shall be retained and reused

The fact that we may specify the Duralee brand 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 as long as the vinyl fabric is equal to or exceed the Duralee specifications. Outagamie County is the sole judge of equivalency in the units. If you are proposing a vinyl fabric other than Duralee, you must include with your proposal a fabric sample which is approx 12" x 12".

## 2.0 **Insurance & Indemnification**

The awarded vendor must comply with the limits as set forth in Attachment A.

### **3.0 Proposal Submittal and Requirements**

Include the following information with your proposal --

- Completed Proposal Form.
- Information on where the cushions will be reupholstered and the lead-time for the service.
- References of a minimum of three and maximum of five customers. Provide customer name, location, contact name with phone and email as well as brief project description.
- If proposing a vinyl fabric other then the Duralee specified, you must include a sample of approximately 12" x 12".

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

### **4.0 Contact Information**

#### **Site Information**

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

#### **Purchasing Policy Information**

Nicole Schoultz  
Outagamie County, Procurement Coordinator  
(920) 832-6083  
[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

### **5.0 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 is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the item). If the proposer believes specifications are not within industry standards, proposer 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 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](http://www.outagamie.org) then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 6.0 **County Reservation**

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.

## 7.0 **Closing Date & Submittal**

Proposals will be received up to 2:00 pm CT, February 8, 2017

Email proposals will be accepted at [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

However, if you are proposing an alternate upholstery, you must mail in your response and include the sample as requested. Deliver or send to -

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

Mark on the outside of your proposal "Reupholster Cushions".

## 8.0 **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.

**9.0 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.

**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 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](http://www.outagamie.org) than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL FORM**  
**Airport Reupholster of Cushions**

**Proposals Due:** February 8, 2017 -- 2:00 CT

**Email Proposals To:** [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

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

**2017 Price per cushion \$** \_\_\_\_\_

**2018 Price per cushion \$** \_\_\_\_\_

**2019 Price per cushion \$** \_\_\_\_\_

The price per cushion shall include;

- All labor and materials
- Pickup and delivery of cushions from the Airport (W6390 Challenger Dr in Appleton, WI)
- Removal and disposal of existing vinyl fabric from cushions
- The existing foam padding on cushions shall be retained and reused

**Include all information as requested in Section 3.0**

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

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

Printed Name / Title: \_\_\_\_\_

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

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

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

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

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