

**APPLETON INTERNATIONAL AIRPORT**

**REQUEST FOR PROPOSAL**

**FOR**

**USED SNOW REMOVAL TRACTOR WITH BROOM**

**DUE BY: February 18, 2020 - 2:00 p.m. CT**

## 1.0 **Specifications**

The Appleton International Airport (a municipal organization under Outagamie County, WI) is Seeking to purchase one used snow removal tractor with broom.

The fact that we may specify a manufacturer and model is not meant to limit acceptable units; rather it is a means to establish a minimum level of acceptable quality. You may propose any manufacturer and model as long as the equipment is equal to or exceed the required specifications. Outagamie County will be the sole judge of equivalency.

Targeting the following specifications on the equipment:

- Truck Model: Oshkosh H Tractor H2923
- Plow: Wausau BMP2250 22' High Speed Plow with Poly Cutting Edge and Hands Free Hitch
- Broom: MB 4618 TTB HP3 20' Non-Cradle Broom  
Snow Hood w/ Vibration  
Auto Broom Pattern
- Engine Hours: Less than 3,300
- Total Miles: Less than 26,000
- Model Year: 2007 - 2008
- Past History: Ability to provide documentation on previous service work and any major rehabilitations performed on the unit. If applicable, ability to provide oil analysis information for engine, transmission and major hydraulic components.

We also have a trade that we are requesting an optional price on. The trade is a 1999 Oshkosh H Series Tractor with approx 5,500 hours. It has the following on it:

- 1999 MB TTB-4600 20 ft broom (non-cradling model)
- 1000 gallon liquid tank and rear spray bar (added new in 2012)
- 22 ft Wausau BMP poly plow

Contact Scott (information in Section 4.0) if you'd like to setup a time to view the trade.

## 2.0 **Delivery**

A PO will be placed by end of day February 20<sup>th</sup>. Pricing will include delivery of the equipment to the Airport, located at W6390 Challenger Drive in Appleton, WI. Delivery shall be by the end of February 2020.

## 3.0 **Proposal Submittal and Requirements**

Include with your proposal the following –

- Completed Proposal Form. The price must include all components and delivery.
- Information on the equipment you are providing.

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

#### 4.0 **Contact Information**

##### **Technical Specifications**

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

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

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

#### 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**

- 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 18, 2020.

Proposals could be emailed to [Nicole.Schultz@outagamaie.org](mailto:Nicole.Schultz@outagamaie.org)

**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 SNOW REMOVAL TRACTOR WITH BROOM**

**Proposals Due:** February 18, 2020-- 2:00 CT

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

Year, Make and Model	_____
Engine Hours	_____
Total Hours	_____
Delivered Cost	\$ _____
Minus Trade in	\$ _____
Net Cost	\$ _____

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

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

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

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

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

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

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

Phone: \_\_\_\_\_

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