

OUTAGAMIE COUNTY

REQUEST FOR PROPOSAL

FOR

WHEELCHAIRS

FOR

APPLETON INTERNATIONAL AIRPORT

Due By: October 7, 2021 – 1:00 pm CT

1.0 Specifications

The Appleton International Airport (ATW), a municipal organization under Outagamie County, WI is requesting pricing for twelve (12) wheelchairs and two (2) docking stations.

Wheelchair Specifications:

- Brand: Staxi Guest Services Chairs
- Chair Dimensions: Width 27" x Length 28" x Back Height 22"
- Seat Width: 20"
- Seat to Floor: 21.7"
- Weight: 64 lbs
- Maximum Occupancy Weight: 600 lbs
- Arm Rests: Steel oval tubing covered in a non-porous sleeve
- Frame: Formed oval tubing; durable robotic welding; mar-resistant paint
- Wheels: 2 1/8" (54mm) composite wheel, 8" (203mm) diameter, non-marking
- Brake: Automatic; fail safe ratchet
- Casters: 5 (127mm), urethane, sealed bearing, non-marring
- Footrests: Steel, nonremovable, lifts for comfort
- Cushion: PU coated, fire retardant
- Quantity: 12

Docking Station Specifications:

- Brand: Staxi
- Model: ST120
- Quantity: 2

The specifications referenced require the doing of all things necessary, proper for, or incidental to the furnishing of the wheelchairs and docking stations. 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 fact that we may specify a manufacturer and model 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 unit is equal to or exceed the required specifications. Outagamie County will be the sole judge of equivalency. If you are providing an alternate manufacturer you must include detailed information and comparison of the proposed units to the specified units. For example you would include information such as: "Proposed units have a ____ pound maximum occupancy weight compared to the 600 pound as specified."

Delivery

Pricing shall include delivery to Appleton International Airport (W6390 Challenger Dr, Appleton, WI).

2.0 **Proposal Submittal and Requirements**

Include with your proposal the following –

- Completed Proposal Form. The price must include all options requested and provided in Section 1.0.
- Brochure / sales literature on the exact units you are proposing, if different then the units specified. If you are providing information on a product line, clearly note on the literature which line you are proposing.
- Specifications comparison if you are proposing units other than the Staxi.

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

3.0 **Contact Information**

Technical Specifications

Brandon LaMaide, ATW Operations Supervisor
blamaide@atwairport.com (920) 832-1736

Purchasing Policy & Procedure

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

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 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 then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 **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.

6.0 **Closing Date & Submittal**

Proposals will be received up to 1:00 pm CT, October 7, 2021. Email your proposal to Nicole.Schultz@outagamie.org

If you do not have the ability to email a proposal, contact Nicole at 920-832-6083.

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
Wheelchairs

Proposals Due: October 7, 2021 - 1:00 CT

Email Proposals To: Nicole.Schultz@outagamie.org

Lump Sum Cost for Chairs & Docks \$ _____

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

Make & Model of Chairs _____

Make & Model of Docks _____

Include all information as requested in Section 2.0

Firm Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____