

APPLETON INTERNATIONAL AIRPORT

REQUEST FOR PROPOSAL

FOR

LIVING PLANT WALL

DUE BY: February 9, 2022 - 2:00 p.m. CT

1.0 **Specifications**

The Appleton International Airport (a municipal organization under Outagamie County, WI) is seeking a vendor to provide and maintain a living plant wall.

The project shall include the following in the lump sum cost:

- Removal of existing plant wall (reference photos of existing wall). The vendor will leave onsite as the Airport will maintain ownership of the wall.
- Provide and install a GSKY Versa Wall in the same location.
 - The dimensions of the wall are on the photos of the unit to remove. It will be three sides of the wall as shown on the photo.
- Provide and plant 1,500 indoor plants on the recently installed GSKY Versa Wall; seeking vendor recommendation on the types of plants.
- The vendor will site clear all materials from the new wall and plants.
- The Airport will provide lighting, water, electric and drainage.

Part of this purchase will include weekly maintenance and service of the plant wall. The proposing vendor must be able to service the plant wall weekly. Price separately your monthly cost for weekly service, with your rate firm for 2022. The weekly service shall include; ensuring the appearance of the plant wall appears healthy, to include but not limited to; plant replacement (including having backup plants on hand at the vendors greenhouse), pruning, fertilizing, hand watering, and pest control.

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 plant wall you propose is equal or exceed the unit specified. The County is the sole judge of equivalency.

If the plant wall proposed is different than GSKY Versa Wall, the vendor must include detailed specifications and information on the unit proposed, as well as a comparison of the unit proposed vs the requested unit. Failure to do will result in the rejection of your proposal.

2.0 **Installation and Completion**

Appleton International Airport is located at W6390 Challenger Dr in Appleton, WI. A PO will be issued by end of day February 16th. The vendor must have the project fully completed by April 16, 2022.

3.0 **Proposal Submittal and Requirements**

Include with your proposal the following –

- Completed Proposal Form.
- Information on plant wall and types of plants you are proposing.
- Completed Attachment A (Insurance and Indemnification)

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

4.0 **Contact Information**

Technical Specifications

Brandon LaMaide

Operations Supervisor – Landside, Appleton International Airport

blamaide@ATWairport.com (920) 832-1736

Purchasing Policy & Procedure

Nicole Schoultz

Procurement Coordinator, Outagamie County

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 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 9, 2022.

Proposals could be emailed to Nicole.Schoultz@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 than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL FORM
LIVING PLANT WALL**

Proposals Due: February 9, 2022 -- 2:00 CT

Email Proposals To: Nicole.Schultz@outagamie.org

Plant Wall and Plantings	\$ _____
Monthly Maintenance Charge	\$ _____

Include all information as requested in Section 3.0

Firm Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____