

OUTAGAMIE COUNTY

REQUEST FOR PROPOSAL

FOR

1000 GALLON AVGAS 100LL REFUELER

FOR

APPLETON INTERNATIONAL AIRPORT

Due By: March 8, 2023 – 1:00 pm CT

1.0 **Specifications**

The Appleton International Airport (a municipal organization under Outagamie County, WI) is requesting pricing for a (un-used and non-demoed) Avgas refueler with a capacity of 1,000 gallons.

Proposer should reference and complete Attachment A for the requested targeted minimum specifications of the refueler.

While we will accept pricing from representatives of chassis manufacturers, it will be that vendor's responsibility to research and propose the add-on components. The price will be for all items requested, and it will be that firm's responsibility to coordinate the installation of the add-on components.

The specifications referenced require the doing of all things necessary, proper for, or incidental to the furnishing of said refueler. 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 unit must be fully assembled, including installation of any add-on components and tested prior to delivery by a factory representative.

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 utility vehicle is equal to or exceed the required specifications. Outagamie County will be the sole judge of equivalency.

2.0 **Pricing and Delivery**

Pricing will include delivery of the refueler to the Airport FBO, located at N259 Ares Dr in Appleton, WI. We would like the refueler delivered within 6 months of ordering. On the proposal form the vendor will list the ETA. Within one week of receipt of the PO, the vendor must confirm this ETA. If the ETA is not accurate, they must provide a letter from the manufacturer listing the new ETA. It will be at the County's discretion if the order will remain with the firm, or if the order will be canceled without penalty to the County.

Once the ETA has been agreed upon the vendor must update the County monthly on the ETA. If the ETA exceeds 15 calendar days from agreed upon date, the County may cancel the order at any time without penalty.

3.0 **Proposal Submittal and Requirements**

Include with your proposal the following –

- Completed Proposal Form. The price must include all options requested and provided in Attachment A.
- Completed Attachment A – Specifications.
- Brochure / sales literature on the exact refueler you are proposing. If you are providing information on a product line, clearly note on the literature which line you are proposing.

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

4.0 **Contact Information**

Technical Specifications

Adam Gunn

Appleton Flight Center, Appleton International Airport

agunn@appletonflight.com

(920) 832-2563

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**

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 1:00 pm CT, March 8, 2023. Email your proposal to Nicole.Schoultz@outagamie.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: FUEL TRUCK

Proposals Due: March 8, 2023 - 1:00 CT

Email Proposals To: Nicole.Schoultz@outagamie.org

Pricing includes all components on Attachment A and delivery

Year, Make and Model of Refueler _____

Lump Sum Cost \$_____

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

Include all information as requested in Section 3.0

Firm Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____