

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**AIRPORT PUBLIC SAFETY SERVICES**  
**AT**  
**APPLETON INTERNATIONAL AIRPORT**

**Due By: July 2, 2025 – 1:00 pm CT**

**Site Visit: May 19, 2025 – June 3, 2025 (See RFP Section 5.0 for details)**

## 1.0 Introduction and General Information

Appleton International Airport is seeking proposals from qualified contractors for the provision of Aircraft Rescue and Firefighting (ARFF) and Airport Operations services. The contract employees will utilize the Airport facilities and vehicles to provide the ARFF coverage required by FAR Part 139 for commercial air service activity.

Appleton International Airport (ATW) is located at W6390 Challenger Drive in Appleton, WI. Appleton International Airport (ATW) is owned and operated by Outagamie County and serves Appleton, the Fox Cities and northeast Wisconsin. The airport has commercial air service to four major hubs; American Airlines to Phoenix Sky Harbor, Chicago O'Hare and Dallas Fort Worth, United Airlines to Chicago O'Hare; and Delta Air Lines to Atlanta, Detroit and Minneapolis. Allegiant Air offers nonstop service directly to Las Vegas, Phoenix/Mesa, Orlando/Sanford, Newark, Portland (OR) and Tampa/St. Pete. Our U.S. Customs and Border Protection facility accepts international arrivals on aircraft up to 20 passengers. The ATW campus covers 1,700 acres including Gulfstream Appleton, FedEx air cargo distribution center, Air Wisconsin -- the largest privately held regional airline in the U.S., Fox Valley Technical College's Public Safety Training Center and our FBO -- Appleton Flight Center.

Outagamie County and Appleton International Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

## 2.0 Scope of Service

### 2.1 Overview

The contractor will have exclusive responsibility for the overall management of the Airport Department of Public Safety (Aircraft Rescue and Firefighting, Airport Operations and EMS). Services provided by the Contractor shall be conducted in such a manner so as to fully comply with the requirements of Federal Aviation Regulation Part 139 and Transportation Security Regulation 1542, and any other fire or security regulations that may be imposed on the Appleton International Airport by the Federal Aviation Administration, TSA/ Department of Homeland Security, or other federal or state agencies.

The Contractor will be responsible for the following in their lump sum price:

- All staff, which meets the minimum personnel requirements for each position as referenced in Appendix A
- All costs associated with initial training and for maintaining required licenses and certification of employees (including wages)
- All daily departmental office supplies
- Providing 3 (three) mobile phones and service
- Rate must include any employee "benefits" such as sick time, insurance, vacation, paid holidays, etc.
- Provide indemnification and insurance as required in Appendix B

- Performance bond equal to 25% of the annual service cost. Bond must be issued by a surety company licensed in the State of Wisconsin

The Contractor must offer health insurance coverage or pay any penalties under Internal Revenue Service §4980H for any full time employees (as defined by the Affordable Care Act). The Contractor must provide reporting as required under Internal Revenue Service §6056.

The Airport will be responsible for providing the following:

- Building and all furniture
- All technology items (i.e. computer, internet line, land line telephone, land line telephone service)
- Vehicles (including maintenance and fuel)
- All costs for employee's required uniform as applicable (i.e.; shirt, pants, jackets, badges, boots, armored vest, etc.)

## **2.2 Staffing**

The Contractor shall provide staff to meet the following minimum personnel requirements. The Contractor may also provide an alternative staffing plan that will meet the criteria within the RFP and achieve cost savings for the County:

### **2.2.1 Public Safety Management**

- The Public Safety Manager(s) should be a salaried position. The schedule for this position will be regular office hours (Monday – Friday) or any hours agreed upon by both the contractor and the Airport.
- The Qualifications and Duties of the Public Safety Chief are set forth in Appendix A, attached to this RFP and made part of it.
- These Qualifications and Duties may be modified upon agreement of the parties, or as may be made necessary by amendments to the various Statutes, FAA Regulations, DHS and TSA Regulations/Security Directives, Advisory Circulars, or as may prove necessary to provide for safety needs contemplated by this Contract.

### **2.2.2 Public Safety Working Staff**

- The Qualifications and Duties of the Public Safety Working Staff are set forth in Appendix A, attached to this RFP and made part of it.
- These Qualifications and Duties may be modified upon agreement of the parties, or as may be made necessary by amendments to the various Statutes, FAA Regulations, DHS and TSA Regulations/Security Directives, Advisory Circulars, or as may prove necessary to provide for safety needs contemplated by this Contract.

## **3.0 Work Schedule**

Must be staffed 24 x 7 x 365 by any combination of staff in Section 2.2.

## **4.0 Contract and Contract Term**

We are seeking an initial agreement to commence on January 1, 2026 and continue through December 31, 2028. There will be the option of five one-year extensions with mutually agreed upon terms.

Reference the contract for the services as this will be the only contract used and it is our intent not to make further modifications.

#### 5.0 **Site Visit**

There will be one mandatory pre-proposal site visit required. Site visits are available from Monday-Friday May 19 – June 3, 2025 (with the exception of May 22<sup>nd</sup> and 23<sup>rd</sup>). All interested vendors will schedule their site tour with Scott Volberding ([svolberding@atwairport.com](mailto:svolberding@atwairport.com)) and/or Luke Bettis ([lbettis@atwairport.com](mailto:lbettis@atwairport.com)). Vendors just showing up without a pre-arranged site tour will not be accommodated.

#### 6.0 **Vendor Questions**

The deadline for questions will be noon CT, June 4, 2025. Email all questions to Nicole Schoultz at [nicole.schoultz@outagamie.org](mailto:nicole.schoultz@outagamie.org). All questions will be answered online at [www.outagamie.org](http://www.outagamie.org), under the Bids & Proposals section for this project no later than 3:00 p.m. CT June 11<sup>th</sup>.

#### 7.0 **Confidential Information**

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Proposal records may not be available for public inspection prior to the award of the contract.

Any proposals submitted in conjunction with this request will become a public record and consequently, open for complete public inspection. If there are confidential or proprietary sections of proposals which should be exempted from this requirement, Proposer(s) must complete Appendix C. Only items specifically referenced on Appendix C will be considered. If Appendix C is not included with your proposal, it will be assumed nothing is marked confidential. Additionally, you may include Appendix C and list nothing. Notification of the county's determination on such requests will be made prior to release of any of the information in the proposal.

Information cannot be kept confidential unless it is a trade secret.

Trade secret is defined in § 134.90(1) (c), Wisconsin Stats. As follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

Cost and references are not able to be marked confidential.

#### 8.0 **Proposal Submittal**

Provide one original unbound proposal and two proposal copies. Neither fax nor email proposals will be acceptable.

In order to keep uniformity between proposals, proposal format and content is referenced in

Appendix D. Your proposal must follow this format. Failure to provide all requested information may result in the rejection of your proposal. Your proposal must remain firm for 120 days.

Your proposal will be evaluated on a variety of criteria to include:

- Organizational Qualifications
- Employee Benefit Package
- Similar Experience
- Cost
- Owners Comfort Level

## 9.0 **Contact Information**

### **Purchasing Policy and Procedure Information**

Nicole Schoultz, Procurement Coordinator

(920) 832-6083

[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

## 10.0 **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). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the 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, which will be posted on the County's website [www.outagamie.org](http://www.outagamie.org) under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 11.0 **County Reservation**

- 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.
- The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- 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.
- 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.

- Outagamie County reserves the right to request clarifications for any proposal.

**12.0 Closing Date**

Proposals will be received up to 1:00 p.m. CT July 2, 2025.

**13.0 Proposal Submittal**

Send proposals to –

Outagamie County Purchasing

Attn: Nicole Schoultz

320 S Walnut St

Appleton, WI 54911

Due to security, proposals cannot be hand delivered.

Mark on the outside of your proposal “Public Safety Services”, include all information as requested in Section 8.0.

**14.0 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.

**15.0 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 an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**16.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**17.0 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 Public Safety Services**

**Proposals Due:** July 2, 2025 -- 1:00 p.m. CT

**Send Proposals To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
320 S Walnut St  
Appleton, WI 54911

**Public Safety Services (ARFF) – Lump Sum Annual Cost**

Calendar Year 2026                      \$ \_\_\_\_\_

2027 Maximum Percent Increase    \_\_\_\_\_ %

2028 Maximum Percent Increase    \_\_\_\_\_ %

**Public Safety Services (Airport Operations) – Lump Sum Annual Cost**

Calendar Year 2026                      \$ \_\_\_\_\_

2027 Maximum Percent Increase    \_\_\_\_\_ %

2028 Maximum Percent Increase    \_\_\_\_\_ %

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

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

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

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

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