

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**ROOFTOP HEATING AND COOLING UNIT REPLACEMENT**  
**AT**  
**APPLETON INTERNATIONAL AIRPORT**

**Due Date: July 23, 2025 – 1:00 p.m. CT**

Mandatory Site Visit: July 15<sup>th</sup> at 8:00am, reference Section 3.0 for details

**1.0 Overview**

Outagamie County is seeking bids from qualified contractors to replace one existing rooftop heating and cooling unit at Appleton International Airport. The Airport is located at W6390 Challenger Dr in Appleton.

**2.0 Scope of Work**

The Contractor shall replace the existing Trane unit with the Trane unit as outlined in Exhibit A. The unit is located above the baggage claim area, reference Exhibit B. The Contractor will be responsible for removal and offsite disposal of the existing unit and related components.

The Contractor shall provide a one-year material and workmanship warranty.

The FAA requires a permit for crane use on this project. The Contractor shall work with the Airport to obtain the permit and the Airport will pay for the actual cost of the permit.

The Contractor shall be responsible for having their respective workers on the project go through the airport badging process to work in the Security Identification Display Area (SIDA). This will involve the Contractor following the airport rules for the badging process to include an application, fingerprinting and a Security Threat Assessment (STA). Additionally, the workers will need to go through all the required training including SIDA training and Non-movement training. It typically requires 3-4 hours per worker to go through the entire process including multiple visits to the airport. The cost of a SIDA badge is \$85 per person which shall be paid by the supplier. Additional information the badging process can be found at [www.atwairport.com](http://www.atwairport.com)

**3.0 Site Visit**

There will one mandatory site tour at 8:00 am CT July 15, 2025. All interested Contractors shall meet in the baggage claim area of the Airport.

**4.0 Completion**

A contract will be issued by end of day July 31, 2025. The Contractor shall achieve substantial completion by 3:00 pm CT November 30, 2025. Failure to achieve substantial completion by October 31<sup>st</sup> will result in a \$100 per calendar day liquidated damages penalty.

**5.0 Contract, Insurance, Indemnification & Responsible Bidder**

AIA A101-2017, as modified by Owner and associated general conditions (A201-2017) will be the only contract that is used, without changes.

Reference Attachment A for the indemnification, responsible bidder and insurance requirements of the awarded bidder. This form must be completed and returned with your bid. However, only the awarded contractor will need to supply their Certificate of Insurance.

**6.0 Bid and Performance Bond**

Each bid submitted must be accompanied by a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Wisconsin, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidder's bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project, and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages. Attorney's-in-fact who sign bid bonds, performance bonds, labor and material payment bonds must file with each bond a certified and currently dated copy of their power of attorney. **Failure to submit a bid bond will result in the rejection of your bid.**

In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, Outagamie County, may at its discretion, cause the forfeiture of the full amount of the security or bond.

The awarded contractor will be required to obtain a performance and payment bond equal to the contract sum.

**7.0 References**

Include a minimum of three and a maximum of five references for similar projects your company has completed in the past five years. Include company name and location and contact name and phone number.

**8.0 Contact Information**

All requests for further information should be directed as follows:

**Site Information**

Luke Bettis  
Airport Operations Supervisor  
[lbettis@atwairport.com](mailto:lbettis@atwairport.com)  
920-832-1736

Thomas Roeder-Bolwerk  
Airport Operations Supervisor  
[troeder@atwairport.com](mailto:troeder@atwairport.com)  
920-832-5267

**Bidding & Purchasing Information**

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

**9.0 Clarification and/or Revisions to the Specifications and Requirements**

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification. A Bidder's

failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the bidder to provide its professional (experience and expertise with regard to industry standards for the project being bid). If bidder believes specifications are not within industry standards, bidder 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 a written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals.

#### 10.0 **County Reservation**

- a. This bid 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 bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The bidder 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 bid and to reject any and all bids 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 bid.

#### 11.0 **Closing Date**

Outagamie County will receive sealed bids up to 1:00 p.m. CT July 23, 2025. Late bids will not be accepted.

Send bids using a commercial carrier or USPS to –  
Outagamie County Purchasing  
Attn: Nicole Schoultz  
320 S Walnut St  
Appleton, WI 54911

Hand delivery of bids:

Bids that are hand delivered must be deposited in the secure bid deposit box. This secure box is located inside the Door #1 entrance of the County Government Center located at 320 S Walnut St in Appleton. Box is located on the far or east side of the Door #1 entry vestibule. The secure bid deposit box is accessible Monday – Friday (excluding County observed holidays) from 7:30am – 5:00pm. Since this secure box is under 24x7 video surveillance, no bid receipt will be given.

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Bid – RTU Replacement**". Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered.

Bids will be publically read at 1:00 pm on July 23<sup>rd</sup> inside the Door #1 entrance of the County Government Center.

**12.0 Facsimile or Email of Bids**

Facsimile or email bids are not acceptable.

**13.0 Method of Procurement**

The method for this procurement is competitive sealed bid, pursuant to §66.0901 and Chapter 22 and 50 of the Outagamie County Code of Ordinances.

**14.0 Taxes**

Effective January 1, 2016 all materials used on this project are tax-exempt under Wisconsin State Statute 77.54(9m).

**OUTAGAMIE COUNTY BID FORM**  
**RTU Replacement**

**Bid Due:** July 23, 2025 - 1:00 p.m. CT

**Mail / Delivery Bids To:** Outagamie County Government Center  
Attn: Nicole Schoultz / Purchasing  
320 S Walnut St – 4<sup>th</sup> Floor  
Appleton, WI 54911  
*If hand delivering, see note in Section 11.0*

**Lump Sum Bid Price \$** \_\_\_\_\_

**Include: Bid Bond, References and Attachment A**

Acknowledgement of Addendum(s)

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

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

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

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

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

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

Telephone: \_\_\_\_\_

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