

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
PORTABLE TRAFFIC SIGNAL
FOR
HIGHWAY DEPARTMENT

Due By: April 23, 2025 – 2:00 pm CT

1.0 **Specifications**

The Outagamie County Highway Department is requesting pricing for one (un-used and non-demoed) portable traffic signal.

The portable traffic signal shall be the following:

- Manufacturer: Horizon Signal
- Model: SQ2 – Quantity 4
- Solar Panels – Quantity 4
- Enclosed trailer with hardware installed to house and transport the equipment to and from the job site – Quantity 1

The portable traffic signal must meet Buy America requirements.

2.0 **Pricing, Delivery & Training**

Pricing shall include delivery of the unit to the Highway Department, located at 1313 Holland Rd in Appleton, WI. Pricing shall remain firm for 2 years after the close of this RFP in the event we would like to order additional units.

3.0 **Proposal Submittal and Requirements**

Include with your proposal the following –

- Completed Proposal Form.
- Pricing on your standard quote form which shows all items and the manufacturer part number.

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

4.0 **Contact Information**

Purchasing Policy & Procedure

Nicole Schoultz

Procurement Coordinator

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 2:00 pm CT, April 23, 2025. Email your proposal to Nicole.Schultz@outagamei.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
Portable Traffic Signal

Proposals Due: April 23, 2025 - 2:00 CT

Email Proposals To: Nicole.Schultz@outagamie.org

Lump Sum Cost for Unit \$ _____

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: _____