

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**TOILET & SINK VALVE CONTROLS**  
**FOR THE**  
**MAINTENANCE DEPARTMENT**

**Due Date: May 15, 2025 – 1:00 p.m.**

**1.0 Scope of Work**

The Outagamie County Maintenance Department is seeking bids for the direct purchase of new I-Con toilet and sink valve controls for inmate cells.

All parts must be in new factory sealed conditioned. No open box, refurbished or used parts will be accepted.

Reference Attachment A for the parts listing. Only I-Con parts listed will be acceptable. Substitute parts or alternate brands will not be considered. The bidder must be able to provide all parts referenced on Attachment A.

**2.0 Bid Submittal & Delivery**

You must include with the bid form, completed Attachment A and pricing on your standard quote form which references each part and the manufacturer part number.

A PO will be issued by May 22<sup>nd</sup> and the vendor must deliver all parts July 18, 2025.

Delivery to:  
Outagamie County Maintenance Department  
320 S Walnut St  
Appleton, WI 54911

**3.0 Contact Information**

All requests for further information should be directed as follows:

**Technical Specifications**

Paul Farrell  
Facilities Director  
(920) 832-1855  
[Paul.Farrell@outagamie.org](mailto:Paul.Farrell@outagamie.org)

**Bidding Procedure & Policy Information**

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

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

Bidder must examine the documents carefully and before submitting a Bid, may request 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 written addendum prior to the Bid due date, such responses will be published on the County's website for all bidders to view. 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. In addition, Bidder(s) may inspect the documents in the County's Purchasing Department. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

**5.0 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.

**6.0 Closing Date**

Outagamie County will receive bids up to 1:00 p.m. CT May 15, 2025

**7.0 Email of Bids**

Email bids to [Nicole.Schultz@outagamie.org](mailto:Nicole.Schultz@outagamie.org)

**8.0 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.

**9.0 Taxes**

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

**OUTAGAMIE COUNTY BID FORM  
TOILET & SINK VALVE CONTROLS**

**Bid Due:** May 15, 2025 1:00 p.m. CT

**Email Bids To:** [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

Do you agree to delivery by July 18, 2025? \_\_\_\_\_YES \_\_\_\_\_NO

**Include Attachment A (Parts List) and pricing on your standard quote form**

Acknowledgement of Addendum(s)

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

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

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

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

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

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

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

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

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

Fax: \_\_\_\_\_

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