

OUTAGAMIE COUNTY
REQUEST FOR QUALIFICATIONS/PROPOSAL
FOR
FLIGHT SCHOOL
AT
APPLETON INTERNATIONAL AIRPORT

Due By: 1:00 pm CT March 11, 2026

Site Tour: February 17th at 9:00 am and 2:00 pm CT
Deadline for vendor questions: Noon February 19th
Reference Section 3.0 for details

1.0 Background Information

Appleton International Airport (ATW) is seeking a company with experience in flight training to operate a flight school out of Appleton Flight Center, the FBO at ATW. Appleton Flight Center is located at 259 Ares Dr in Appleton, WI. The operator must have a minimum of 5 years' experience providing flight training under FAA Part 61 or Part 141.

2.0 Services

The operator must be able to provide the following in their scope of services in flight school operation:

- Operate in a manner consistent with the ATW Minimum Standards for Flight Training. These standards are referenced through County Ordinance Section 10-96 at the following link
https://library.municode.com/wi/outagamie_county/codes/code_of_ordinances?nodeId=COOR_CH10AV_ARTIIAI_DIV1MISTCOAEOP_S10-96FLTR
- Operator shall hire, train, supervise and direct qualified instructors for flight training and pre and post flight ground training as it relates to flight operations and aircraft utilization.
- Operator shall ensure all flight instructors possess the appropriate aeronautical certificates and ratings and shall meet all Federal requirements for instruction.
- In addition to the aircraft requirements in the County Ordinance, the operator must provide one aircraft that is equipped for instrument flight training.
- Operator shall ensure that all aircraft, devices and equipment utilized in the flight program are maintained in good and safe working order which meet or exceed FAA safety standards.
- Operator and staff must meet certain criteria required by the Transportation Security Administration (TSA).
- Operator shall possess a full or provisional FAA Part 61 or Part 141 Certificate covering at a minimum, Private Instrument and Commercial courses for fixed wing aircraft. FAA Part 141 certificate can be available through company on site or at another location.

The provider will have access to 2 offices equaling approximately 650 SF for indoor training space plus a shared conference room, restrooms, and lobby area within Appleton Flight Center which total are approximately 1,750 SF and approximately 5,000 SF of shared hangar space adjacent to the FBO. The combined square footages incorporated into the lease will meet the Outagamie County Ordinance minimum square footages for flight training. Reference Exhibit A for the layout of the spaces.

By submitting a proposal, the provider acknowledges that the intention of ATW is to expand operations and service to the community. The awarded provider will have the opportunity to participate in such expansion, but they will not have objective authority to preclude said expansion.

3.0 Vendor Questions & Site Tour

There will be two non-mandatory visits on February 17th at 9:00 am and 2:00 pm CT. During this time, interested providers will be given a tour of the area and the Airport staff will provide a brief presentation. Interested providers should only attend one of these site visits, not both.

The deadline for vendor questions is noon CT February 19, 2026. Email questions to Nicole.Schoultz@outagamie.org. Questions will be answered online at www.outagamie.org > Bids & Proposals then this project by end of day February 26th.

4.0 **Contract Term**

We are seeking an initial 3-year contract to commence on August 1, 2026 with the option of 3, 1-year renewals. It is our intent for the contract to be signed around May 15th.

Reference Exhibit B for the sample contract. Additionally the vendor's proposal will be incorporated into the contract.

The provider will complete the Proposal Form and reference the rates they will pay as the awarded provider. However, the ground lease which is 22,000 SF is set at \$5,720 annually. Lease sections specific to flight school certification, and rental structure will be adjusted to reflect the successful proposal.

5.0 **Indemnification & Insurance**

The awarded operator must abide by the indemnification and insurance as referenced in Attachment A. Complete and return Attachment A with your proposal.

6.0 **Confidential Information**

Any proposals submitted in conjunction with this request, upon contract signing, will become a public record.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis 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.

If there are confidential or propriety sections of proposals which should be exempted from this requirement, the Proposer must complete Attachment B. Only items specifically referenced on Attachment B will be considered. A blanket confidential statement on a proposal will not be honored.

7.0 **Proposal submittal**

Reference Exhibit C for the layout of your proposal and information requested. Failure to provide all requested information may result in the rejection of your proposal.

8.0 Contact Information

Site and Technical Information

Robert Woods
FBO General Manager
(920) 738-3035
RWoods@appletonflight.com

Purchasing Policy & Procedure Information

Nicole Schoultz
Purchasing Coordinator
(920) 832-6083
Nicole.schoultz@outagamie.org

9.0 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 job requirements. 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.gov then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

10.0 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.
- H. As a condition of a grant award, the Outagamie County and the Appleton International Airport shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

Outagamie County and the 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 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, age, or disability in consideration for an award.

11.0 Closing Date

Outagamie County will receive proposals up to 1:00pm CT March 11, 2026.

12.0 Proposal Submittal

Email proposals to: Nicole.Schoultz@outagamie.org

13.0 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.

14.0 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.

15.0 Venue

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

16.0 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.gov then **Status of Bids/Proposals.**

PROPOSAL FORM
Flight School
Page 1 of 2

Proposals Due: March 11, 2026 - 1:00 PM CT

Email Proposals To: Nicole.Schultz@outagamie.org

Include information as requested in Section 7.0

Firm Name: _____

Authorized Signature / Date: _____

Print Name / Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

PROPOSAL FORM

Flight School

Page 2 of 2

Ground Lease (22,000 SF)	\$	5,720.00 Annually
Hangar Lease (5,000 SF)	\$	_____/Monthly
Office & Common Space Lease (1,750 SF)	\$	_____/Monthly

Alternative or in addition to the proposed rates and charges, provider could propose a percentage of gross sales with a minimum annual guarantee.

Select One

Alternative

In Addition to Proposed Rates & Charges

Percentage of gross = _____ %, Minimum Annual Guarantee: \$ _____