

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
HORTONIA FUEL SYSTEM
FOR THE
HIGHWAY DEPARTMENT

Due Date: July 28, 2026 – 1:00 p.m. CT

1.0 Overview

Outagamie County requests sealed bids from qualified vendors for the installation, testing, and commissioning of a new fleet fueling island and control system to serve the County's new Hortonia highway facility located at W9590 Givens Rd in the Town of Hortonia, Outagamie County, WI. All work shall comply with applicable federal, state, and local requirements.

The County is contracting with IC Construction Company (general contractor) to build a new highway garage and perform associated site work at this location. Site work and building construction is anticipated to begin in July 2026 with an anticipated completion by August 2027. The awarded fuel system supplier shall work with the Owner and construction general contractor to coordinate the installation of the fuel island and system with the new building construction and associated site work. Outagamie County is looking for the installation of a turnkey fuel system to include all required work necessary for the system to be functional upon completion of the installation, including Owner training.

Reference the following attached document showing building construction and sitework plans, including the proposed location for the covered fuel island and fueling system:

- Project Specifications and Construction Drawings per Excel Engineering's plan set dated March 31, 2026 (118 pages)

2.0 Scope of Work

The awarded vendor shall furnish all labor, materials, equipment, testing, and services to deliver a fully-functioning vehicle fueling system, including storage tanks, dispensing equipment, fuel management system, monitoring system, associated concrete work, canopy structure, electrical components and all necessary and required appurtenances required for a complete and fully operational installation.

The fuel system vendor shall provide all labor, materials, equipment, electrical connections, canopy structure, and coordination with the Owner and general contractor necessary to complete the scope of work as further detailed below:

- Submit the following to Excel Engineering and the general contractor for initial review:
 - Complete system drawings (shop drawings), together with detailed specifications and data covering materials, parts, monitoring devices, and accessories forming a part of the equipment furnished. Drawings shall cover all component and detailed information necessary to confirm the intent of the system design.
 - The shop drawings shall further depict all equipment sizes, electrical connections, canopy structural details and member sizes, footings and foundations for both the canopy structure and above-ground fuel storage tanks, and fuel management system, at a minimum.
- Obtain all required state and local permits, coordinate required inspections and

obtain necessary approvals from authorities having jurisdiction, including compliance with applicable Wisconsin Department of Safety and Professional Services (DSPS) requirements and SPS 310.

- Provide a new fuel management system meeting the following:
 - Diesel storage: 12,000 gallons
 - Gasoline storage: 3,000 gallons
 - Tank configuration: split tank (12,000-gallon diesel / 3,000-gallon gasoline compartment configuration) above-ground storage tanks
 - Diesel exhaust fluid (DEF) storage: 1,000-gallons of above-ground storage (minimum) that includes heated enclosure that houses tank, dispenser, and hoses
 - Fuel storage tank construction
 - Double-wall steel or fiberglass construction as required by code
 - Interstitial monitoring required
 - Provide spill containment manways and overfill prevention devices
 - Tank monitoring system
 - Provide a new automatic tank gage system, including:
 - Veeder-root tank monitoring system
 - Monitoring equipment located in the main office (112)
 - Leak detection, interstitial monitoring, and overfill alarm capability
 - Communication capability for remote monitoring
 - Dispensing system
 - Provide new commercial-grade dispensers meeting the following:
 - Gasoline dispenser: one (1) dispenser, one (1) hose, electronic display, submersible pump compatible, and pulse output compatible with fuel management system
 - Diesel dispenser: two (2) dispensers, one (1) hose per dispenser, high-flow compatible as required, pulse output compatible with fuel management system
 - DEF dispenser: one (1) dispenser, two (2) hoses, and pulse output compatible with fuel management system
 - All dispensers should be commercial duty, electronic metering type with totalizers and appropriate hose lengths
 - Fuel Management System
 - Provide and install a new fuel management system integrated with the Owner's existing system and meeting the following:
 - [FuelMaster](#)® fuel management system
 - Surface-mounted island terminals as required
 - Vehicle identification capability
 - Reporting software
 - Integration with tank monitoring system
 - User training and supporting manuals provided

- Concrete and site work

- The general contractor (or supporting subcontractor) shall be responsible for performing overall site preparation, grading/filling, adjoining concrete pavement and site stabilization as depicted on Excel's Project Specifications and Construction Drawings.
- The general contractor shall furnish and install a 6-inch (minimum) raised concrete pad at the fuel island as depicted on Excel's Project Specifications and Construction Drawings sheet A1.5. The fuel system vendor shall be responsible for providing design drawings and supporting specifications for the concrete pad and ensuring overall coordination with the general contractor. The concrete pad shall be sized appropriately to fit the fuel storage tanks, pumping and dispensing equipment, canopy elements, bollards, and appurtenant items. Provide the necessary slab requirements and details to the general contractor as part of the shop drawing submittal process.
- The general contractor shall furnish and install 6-inch x 6-inch pipe bollards for collision protection and the associated footings and foundations for the canopy structure as detailed in the architectural and site drawings.

- Canopy structure

Furnish and install a new canopy to cover the fuel storage tanks and pumping and dispensing equipment as detailed on Excel's Project Specifications and Construction Drawings sheet A1.5 in and meeting the following:

- One 40-ft W X 52-ft L X 18-ft H (17 ft to underside) canopy with 3-ft laminated fascia.
- Canopy shall be a four (4) column layout with foundation provided by the general contractor. The fuel system vendor shall be responsible for providing design drawings and supporting specifications for the canopy footings and foundation and ensuring overall coordination with the general contractor. Provide the necessary concrete requirements and design details to the general contractor as part of the shop drawing submittal process.
- Provide necessary access hatch(es) in the canopy as required for maintenance and for the ability to access any associated equipment for the canopy and fuel system.
- Fuel system vendor shall review canopy size with Owner during the submittal phase if the size varies from what is depicted on the plan drawings and adjust as necessary in order to completely cover the fueling system. If approved, the fuel system vendor shall coordinate any changes as necessary with the general contractor.

- Paint color of the canopy, canopy columns, and fascia to be selected by Owner.
 - Provide LED canopy-mounted lights with covers and dusk/dawn controls.
- Electrical

Provide all wiring, conduit, and connections for the following:

 - Submersible pumps
 - Dispensers
 - Tank monitoring system
 - All needed sensors
 - Fuel management system
 - Canopy lighting (described above)
- Safety & Code Compliance

Furnish a system that meets the following:

 - Emergency shutoff devices located as required by code
 - Fire extinguishers and cabinets as required by applicable fire code
 - Required signage and labeling as required by code
 - The fuel system vendor shall be responsible for any submittals to DSPS for applicable building review(s).

3.0 Site Restrictions

The site will be an active construction site during the installation of the truck scale. The scale vendor shall coordinate installation and work with the Owner and general contractor to coordinate with building and site construction activities. The truck scale installer shall follow all onsite safety requirements as required by the general contractor.

4.0 Site Visit

There will not be a formal site tour as the site is currently a vacant lot. Contractors may contact Aaron Kutz (contact information in Section 10.0) to schedule a site tour.

5.0 Completion

A contract will be issued by end of day on August 6, 2026. The fuel system vendor shall work jointly with the Owner and general contractor to coordinate fuel system installation consistent with construction activities. Shop drawings for all necessary underground and foundation work shall be submitted by September 15, 2026, in order to allow for completion of these components in 2026. All remaining work shall be completed in order to get an operating fuel system in place no later than 3:00 PM CT June 1, 2027. Failure to submit shop drawings by September 15, 2026 and/or achieve substantial completion by June 1, 2027, will result in \$100 per calendar day in liquidated damages.

6.0 Contract, Insurance and Indemnification

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

7.0 Indemnification, Responsible Bidder & Insurance

The awarded bidder must comply with the requirements set forth in Attachment A. Complete and return Attachment A with your bid, however the Certificate of Insurance is only required from the awarded bidder.

8.0 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 bidders 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. Attorneys-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 bond. Cashier/Certified checks will not be acceptable for a bid bond.

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

9.0 References

Include a minimum of three (3) and a maximum of five (5) references for similar projects your company has completed in the past five years. Include company name and location and contact name and phone number.

10.0 Contact Information

All requests for further information should be directed as follows:

Site Information

Aaron Kutz

Fleet & Facilities Superintendent

Aaron.Kutz@outagamie.org

920-832-5380

Bidding & Purchasing Information

Nicole Schoultz

Procurement Coordinator

(920) 832-6083

Nicole.Schoultz@outagamie.org

11.0 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 regarding 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.gov 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.gov then Bids / Proposals.

12.0 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 to 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 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.

13.0 Closing Date

Outagamie County will receive sealed bids up to 2:00 p.m. CT on July 28, 2026. 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 – Hortonia Fuel System**". Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered.

Bids will be publicly read at 2:00 p.m. on July 28th inside the Door #1 entrance of the County Government Center.

14.0 Facsimile or Email of Bids

Facsimile or email bids are not acceptable.

15.0 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.

16.0 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
Hortonia Fuel System

Bid Due: July 28, 2026 - 2:00 p.m. CT

Mail / Delivery Bids To: Outagamie County
Attn: Nicole Schoultz, Purchasing
320 S Walnut St
Appleton, WI 54911
If hand delivering, see note in Section 11.0

Fuel System (Lump Sum Bid)	\$ _____
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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: _____