

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
WHEELCHAIR ACCESSIBLE UTV
FOR
PARKS DEPARTMENT

Due By: January 8, 2026 – 1:00 pm CT

1.0 **Specifications**

The Outagamie County Parks Department is requesting proposals for two (2) wheelchair-accessible Utility Task Vehicles (UTVs) designed for outdoor recreation and all-terrain use.

We are requesting the following minimum specifications for the UTVs:

- Must be new, unused, and not previously demonstrated
- Wheelchair mobility adaptation compliant with ADA standards
- Custom configuration for interior wheelchair transport and securement
- Must utilize the Q'Straint AER electronic wheelchair tiedown system, directly integrated with the vehicle electrical system, featuring hands-free securement and electronic release for each wheelchair position
- 4x4 drive with posi-locking front and rear differentials
- Cargo capacity minimum: 1,100 lbs
- Power ramp or entry method allowing independent wheelchair access
- Ability to support at least one standard-size wheelchair per UTV
- Onboard power for Q'Straint and accessibility systems (12v or compatible)
- Fully enclosed cab, heated, weather-resistant, with secure seating for up to 2 additional passengers and driver per unit
- Manufacturer's standard equipment included for all components, even if not specifically listed
- Unit must come with a full manufacturer's warranty. A dealer must be located within 50 miles for warranty service
- Potential to govern units at 20 mph

A comparable option for this solicitation includes Mobility Quad's wheelchair-accessible UTV (ADA-compliant, power ramp, CNC configuration). However, we are open to other manufacturers.

Alternate Price

We are seeking an alternate option for the UTV to be electronic instead of internal combustion.

2.0 **Pricing, Delivery & Training**

Pricing shall include delivery of the units to Plamann Park, located at 1375 E Broadway Dr in Appleton, WI. With delivery, pricing shall also include training and operation of the units, including ADA amenities.

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.
- Brochure of the unit proposed, if the brochure covers multiple models, clearly indicate the unit proposed.

- Deviation from any specifications listed in Section 1.0.
- A vendor may submit multiple proposals, but each proposal must be emailed separately. Failure to provide all requested information may result in the rejection of your proposal.

4.0 **Contact Information**

Technical Information

Justin Schumacher

Parks Director

Justin.Schumacher@outagamie.org (920) 841-5040

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 1:00 pm CT, January 8, 2026. Email your proposal to Nicole.Schoultz@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
Wheelchair Accessible UTV

Proposals Due: January 8, 2026 - 1:00 CT

Email Proposals To: Nicole.Schultz@outagamie.org

Manufacturer and Model of Unit	_____
Pricing to include delivery and training	
Cost per Unit	\$ _____
Extended Cost for 2 Units	\$ _____
Delivery will be _____ calendar days after receipt of Purchase Order.	

Alternate Price:	Cost difference per unit for electric instead of internal combustion		
\$ _____	_____ Increase	_____ Decrease	

Include all information as requested in Section 3.0

Firm Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____