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Highway Department

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Visit our website at www.outagamie.org

**OUTAGAMIE COUNTY
REQUEST FOR BIDS
FOR
COUNTY U LANDSCAPING
FOR
HIGHWAY DEPARTMENT**

DUE BY: March 19, 2026 at 2:00 PM

1.0 Description & Specifications

The Outagamie County Highway Department (*the Department*) is requesting bids for **COUNTY U LANDSCAPING** for materials and services to be rendered on the County U highway reconstruction project currently scheduled to be completed by the Department.

Associated specifications and requirements are included in **Attachment A**. Upon review of the bid documents, complete and return the bid form(s) indicating the proposed unit cost for the associated work item(s). Costs submitted with this bid shall remain **valid from April 1, 2026 until December 31, 2027** unless otherwise indicated on the bid form(s). The Department will pay for measured quantities and/or services at the proposed unit price under the respective item listed on the associated bid form. If there is any deviation from the requested material and/or service, it must be listed and included with the submitted bid.

The Department will procure materials and/or services on an “as needed” basis. The requested supplier or vendor shall acknowledge the Department’s request to provide all necessary materials, labor, and/or equipment within a 24-hour period of request or the Department reserves the right to utilize an alternate supplier/service provider(s).

2.0 Insurance and Indemnification

Refer to **Attachment B**. Each responsive supplier and/or vendor must complete **Attachment B** and return with their completed bid. A Certificate of Insurance is also required in order to be deemed a complete bid. A signed agreement will be executed between the Department and the awarded contractor upon acceptance of the bid.

3.0 Contact Person

Direct any questions or requests for additional information to:

Joe Zellmer, P.E.
Highway Engineer
(920) 832-5673
joseph.zellmer@outagamie.org

4.0 Clarification and/or Revisions to the Specifications and Requirements

Bidder must examine the bid documents carefully and completely before submitting a bid. Bidder may request from the Department’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 Department will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the bid due date. Bidders shall rely only on the representations, statements or explanations that are contained in this RFB and any written addendums to this RFB. Where there appears to be a conflict between the RFB and any addendum issued, the latest addendum issued shall prevail.

It is the Bidder’s responsibility to assure receipt of all addenda. The Department will post any updates online at <https://www.outagamie.gov/Business-Development/Bids-Proposals>. Upon posting, such addenda shall become part of the RFB and binding on Bidder(s).

5.0 Reservation

The Department reserves the right to accept or reject, any or all bids, in whole or in part, as deemed in the best interest of Outagamie County.

- a. This bid request does not commit the Department to make an award or to pay any costs incurred in the preparation of a bid or in response to this request.
- b. The bid will become part of the Department's files without any obligation on the Department'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 bidder, supplier and/or vendor shall report to the Department any manufacturer product price reductions, model changes, and/or product substitutions. No substitutions are allowed without prior approval from the Department. A substitution request does not imply approval.
- e. The Department has the sole discretion and reserves the right to cancel this request for bids 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 request.
- f. The Department reserves the right to request clarifications for any bid.

6.0 Closing Date

Sealed bids will be received up to **2:00 p.m. CST on Thursday, March 19, 2026**. Bids will be publicly read at that time.

7.0 Bid Submittal Address

Hand deliver or mail sealed bids to:

Outagamie County Highway Department
Attn: Joe Zellmer
1313 Holland Rd
Appleton, WI 54911

The sealed envelope containing the bid shall show the name of the Bidder and must be clearly marked "**Sealed Bid – COUNTY U LANDSCAPING**".

Electronic bids will also be accepted at HighwayEmail@outagamie.gov. Only electronic bids in .pdf format will be accepted. All other formats shall be grounds for rejection of the bid submittal. Request for receipt of electronic submittal is recommended. The Department is not responsible for electronic bids not received to this address.

8.0 Taxes

Outagamie County is exempt from Federal Excise Tax (FIN 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 sealed bid, pursuant to §66.0901 and Chapters 22 and 50 of the Outagamie County Code of Ordinances. All Bidders/Proposers also agree to comply with *Section 22-24, Responsible Bidder Criteria*, which can also be found in **Attachment B**.

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 selection, bids will be considered public record and details will be posted online at <https://www.outagamie.gov/Business-Development/Bids-Proposals/Awarded-Bids>.