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Highway Department

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Visit our website at www.outagamie.org

**OUTAGAMIE COUNTY
REQUEST FOR PROPOSALS
FOR
WATER PUMP & LIFT STATION MAINTENANCE
FOR
HIGHWAY DEPARTMENT**

DUE BY: February 26, 2026 at 10:00 AM

1.0 Description & Specifications

The Outagamie County Highway Department (*the Department*) is requesting proposals for **WATER PUMP & LIFT STATION MAINTENANCE** for materials and services to be rendered on various maintenance projects currently scheduled to be completed by or for the Department.

Associated specifications and requirements are included in **Attachment A**. Upon review of the proposal documents, complete and return the proposal form(s) indicating the proposed unit cost for the associated work item(s). Costs submitted with this proposal shall remain **valid from March 1, 2026 until March 31, 2028** unless otherwise indicated on the proposal form(s). As a result, multiple vendors may be awarded the same material(s). The Department will pay for measured quantities and/or services at the proposal unit price under the respective item listed on the associated proposal form. If there is any deviation from the requested material and/or service, it must be listed and included with the submitted proposal.

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 the 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 proposal response. A Certificate of Insurance is also required in order to be deemed a complete proposal.

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

Proposer shall examine the proposal documents carefully and completely before submitting a proposal. Proposer may request from the Department’s contact person(s) additional information or seek clarification. A Proposer’s failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The Department will issue responses to inquiries and/or 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 any written addendums to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the latest addendum shall prevail.

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

5.0 Reservation

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

- a. This proposal request does not commit the Department to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposal will become part of the Department's files without any obligation on the Department'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 supplier and/or vendor shall report to the Department any manufacturer product price reductions, model changes, and/or product substitutions that deviate from the requirements of this request. No substitutions shall be 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 proposals 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 request.
- f. The Department reserves the right to request clarification(s) for any proposal received.
- g. The Department reserves the right to select individual elements or items from different proposals and combine and/or consolidate them in any way deemed to be in the best interest of the Department.

6.0 Closing Date

Sealed proposals will be received up to 10:00 a.m. CST on Thursday, February 26, 2026.

7.0 Proposal Submittal Address

Hand deliver or mail proposals to:

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

The sealed envelope containing the proposal response shall show the name of the Proposer and must be clearly marked "**WATER PUMP & LIFT STATION MAINTENANCE**".

Electronic proposals will also be accepted at HighwayEmail@outagamie.org. Only electronic proposals in .pdf format will be accepted. All other formats shall be grounds for rejection of the proposal. Request for receipt of electronic transmittal 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 proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. All 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, proposals will be considered public record and details will be posted online at <https://www.outagamie.gov/Business-Development/Bids-Proposals/Awarded-Bids>.