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Highway Department

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**OUTAGAMIE COUNTY
PRE-QUALIFICATION
FOR
TRUCKING VENDORS
FOR
HIGHWAY DEPARTMENT**

**DUE BY: 2nd Monday of each Month
*Reoccurring***

1.0 Description

The Outagamie County Highway Department (*the Department*) acquires trucking services on an “as needed” basis to haul materials to and from various job sites located in and around the county. The Department is currently requesting pre-qualification proposals for reoccurring **TRUCKING VENDORS** for services to be rendered on various construction and maintenance projects currently scheduled to be completed by or for the Department.

The Department maintains a list of pre-qualified vendors who may perform trucking and hauling for the Department. As the need for service arises, pre-qualified vendors will be emailed for a current price and availability, and trucking will be ordered from the lowest-priced and available provider for the given day or job need. Preference may be given to a single vendor who is able to provide for the full need of that day or identified project.

2.0 Insurance and Indemnification

Refer to **Attachment B**. Each responsive vendor must complete **Attachment B** and return with their completed proposal. A Certificate of Insurance is also required in order to be deemed a complete submittal. The Department shall retain this information for the remainder of the current term unless vendor provides updated information.

3.0 Location of Services

All pricing reflected on the submitted price list shall be based on performing work on any County highway or County highway-controlled project within Outagamie County. This may include highway projects, improvements on or at County-owned facilities, or highway-related work for Townships, municipalities, or other departments within Outagamie County. A current map of County highways is available from the Highway website or available upon request. There may be instances when pick-ups or deliveries originate or conclude at locations outside of the county, but these instances will be infrequent.

4.0 Scope of Service, Specifications, & Qualifications

Reference and complete **Attachment A** to be considered for inclusion on the Department’s pre-qualified list. If the provider states that he/she will meet a requirement and during the course of the term he/she is no longer able to meet that requirement, the provider may be suspended from the Department’s pre-qualified list for the current term and may jeopardize their future ability to be reconsidered for the pre-qualified list.

5.0 Pre-Qualification Term

This pre-qualification term will **take effect March 1, 2026 and will remain in effect until March 31, 2028**. Vendors may be added to the pre-qualified list at periodic intervals throughout this term in order to provide opportunities for new vendors to participate.

6.0 Pre-Qualification Submittal

Each responsive supplier and/or vendor shall complete **Attachment A** and provide the following information in the submittal to be considered. Failure to provide all requested information may result in the disqualification of the proposed vendor.

Include, at a minimum, the following information in the pre-qualification submittal:

- Contact Information – Vendor’s name, address, contact person, telephone and email address for the contact person.
- Completed **Attachment A**: Scope of Services & Vendor Qualifications Agreement
- Completed **Attachment B**: Insurance and Indemnification
- Information about vendor’s ability to service the account. Include at a minimum information such as available number of trucks and employees, standard work hours, etc. Also include any other information the vendor feels is relevant to servicing the account. This section shall be limited to a maximum of five (5) pages.
- References: Provide a minimum of three (3) and maximum of five (5) similar-sized accounts vendor currently services or have serviced within the past three (3) years. Include account name, contact name, phone and email of contact person, and approximate volume of work.

7.0 Clarification and/or Revisions to the Specifications and Requirements

Vendor shall examine the RFP documents carefully and completely before submitting a proposal. Proposer may request from the Department’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 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 updates online at <https://www.outagamie.org/government/f-through-m/financial-services/rfp-postings>. Upon posting, such addenda shall become part of the RFP and binding on Proposer.

8.0 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.
- 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.

9.0 Closing Date

Pre-Qualification proposals will be received up to 2:00 pm CST, on the second Monday of each month to be eligible for the month following approval. There is no formal end date to this request for pre-qualification, other than what has been specified in Section 5.0.

10.0 Proposal Submittal & Contact Person

Submit all information in electronic format (.pdf preferred) to highwayemail@outagamie.org. Hard copies will also be accepted and should be delivered to the following address between the hours of 7:00 am and 3:00 pm, Monday through Friday:

Outagamie County Highway Department
Attn: Joe Zellmer, P.E.
1313 Holland Road
Appleton, WI 54911
(920) 832-5673

Include all information as requested in Section 6.0. The sealed envelope containing the proposal shall show the name of the Proposer and must be clearly marked “**PRE-QUALIFICATION FOR TRUCKING VENDORS**”.

11.0 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.

12.0 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**.

13.0 Venue

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

14.0 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>.