

**OUTAGAMIE COUNTY PROPOSAL FORM
TRUCKING PRE-QUALIFICATION**

PROPOSAL COVER SHEET & CONTACT INFORMATION

Due By: 2nd Monday of each Month by 2:00 p.m. CST (Reoccurring)

Send/Deliver Proposals To: Electronically (*preferred*)
highwayemail@outagamie.org

(*Or by Hard Copy*)
Outagamie County Highway Department
Attn: Joe Zellmer, P.E.
1313 Holland Rd
Appleton, WI 54911

Firm Name: _____

Authorized Signature: _____

Printed name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

Email Address: _____

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Attachment A – Scope of Services and Vendor Qualifications Agreement

Mandatory Requirements

In order for a vendor to be considered for pre-qualification, he/she must comply or agree to the terms below. Check "Yes" or "No" next to each item.

1. Vendor shall currently be in the business of providing trucking services, or similar services, and have done so for the past three (3) years.

_____ YES _____ NO

2. The services provided shall meet all relevant federal and state DOT requirements specifically but not limited to 49 CFR concerning operation of commercial motor vehicles (CMV). Vehicles shall be reliable and in good working order, keeping down time to a minimum. All inspections shall be up to date and drivers shall be educated in operation of said vehicle in a construction environment.

_____ YES _____ NO

3. Vendor shall comply with indemnification and insurance requirements set forth in **Attachment B**. Complete and return **Attachment B** with your submittal.

_____ YES _____ NO

4. Any spills that occur during the delivery are the responsibility of the vendor.

_____ YES _____ NO

5. Vendor will be held liable for any damages that may occur due to improper operation of commercial vehicle or failure to identify hazards.

_____ YES _____ NO

6. The Department shall request a price per hour. Price per hour is to include equipment and operator. The vendor shall reference a price per hour; the Department will not pay any additional surcharges, fees, etc. on each order above the price per hour specified by the vendor.

_____ YES _____ NO

7. Deliveries shall include all tickets provided by material supplier(s).

_____ YES _____ NO

8. All invoicing shall be separated by location and project(s).
Invoicing shall be orderly and not be combined.

_____ YES _____ NO

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9. Vendors will typically seek and respond to individual trucking needs in the following fashion:
- i. Each project coordinator will email the pre-qualified vendor list as he/she requests service. He/she shall email all vendors on the pre-qualified list by 9:00 am CST a minimum of two (2) days prior to the need for service (*the request may be emailed earlier but the requested service date shall be noted in the request*).
 - ii. Upon receipt, the vendor shall return the Trucking Services Form by email and include the current rate and number of trucks available for the requested period. The completed form shall be returned no later than 2:00 pm CST on the day prior to the day service is requested.
 - iii. The project coordinator will typically review all forms received and respond to the vendor(s) being notified of award by the close of business on that same day.

A Trucking Services template shall typically be used when requesting service but a request may be made more informally via email.

Note: in the event that a qualified vendor is unable to provide service within the requested timeframe(s), he/she is not required to return a completed Trucking Services Form indicating as such in order to remain on the pre-qualified list.

_____YES _____NO

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Trucking Services Template

I [John Smith] am requesting trucking services for project number [583700-035]. The project is located on County Highway [##] in the Town of [Township Name]. I will require [##] trucks on [##/##/2026]. This project will last an estimated [##] days. Please provide price per hour and number of trucks available below.

Trucks Available _____

Price Per Hour _____

Additional Conditions (describe if applicable):

X

Authorized Signature

Printed Name: _____