

**OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
CAMERA & PA SYSTEM
FOR
DEPARTMENT OF SOLID WASTE**

DUE BY: NOVEMBER 20, 2009

Site Visit – November 13, 2009

ADMINISTRATIVE INFORMATION

1.0 Introduction and Background

The Outagamie County Department of Solid Waste is seeking a contractor to provide and install all materials and equipment for an outdoor camera and PA system for the small vehicle area.

2.0 Specifications

The Department of Solid Waste is located at 1419 Holland Rd in Appleton. All work will be performed at this site.

See Attachment A for project guidelines and specifications.

See Attachment B for a not to scale drawing of our proposed layout.

Site Visit

There will be one site visit on Friday November 13th at 1:30 p.m. We will meet in the lobby of Solid Waste, at the abovementioned address. Confirm attendance to Nicole Schoultz at schoulnl@co.outagamie.wi.us or 920-832-6083 by end of day Wednesday November 11th.

Insurance

The awarded contractor shall maintain the insurance as referenced in Attachment C.

3.0 Contact Information

Technical Information

Tim Tanglin, MIS Department

920-832-5352

TangliTR@co.outagamie.wi.us

Purchasing Policy Information

For any information or concerns about any County purchasing policy or minimum specifications, please contact the County Purchasing Department at least three business days prior to the proposal closing date.

Nicole Schoultz, Purchasing Department

920-832-6083

schoulnl@co.outagamie.wi.us

4.0 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 by the date specified in the RFP timetable. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP timetable. The request must contain the Proposer's

name, address, phone number, facsimile number; RFP title and the name of contact person(s). Fax to Nicole Schoultz at 920-832-2474 or email at schoulnl@co.outagamie.wi.us

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 send addenda by mail to only those Proposer(s) recorded by the County as having been sent and/or received a copy of the RFP documents from the County. In addition, Proposer(s) may inspect the RFP documents at the place where they are made available. Upon such mailing or posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 County Reservation

Outagamie County openly solicits the best possible value on all of our "Requests for Proposals". Because we are a local government, we are able to purchase directly from many of the state and federal contracts. However, in order to not discriminate against our local proposers, we openly solicit proposals of similar pricing structure from all qualified proposers. In the event that all proposals received are in excess of any existing state or federal contract that is available to Outagamie County, we may at our discretion, reject all proposals, and purchase directly from the vendor awarded the state or federal government contract. 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.

6.0 Closing Date

The County of Outagamie, Wisconsin will receive proposals up to 2:00 p.m., local time, November 20, 2009. Time may be determined by the U.S. Official Time Clock from the internet <http://www.time.gov/timezone.cgi?Central/d/-6/java>. Proposals must be delivered to:

**Outagamie County Purchasing
4th Floor County Administration Building
410 South Walnut Street
Appleton, WI 54911**

The envelope containing your proposal shall show the name of the proposer and must be clearly marked in the lower left hand corner **Proposal - "SW Camera / PA System"**. Any proposal or unsolicited amendments to a proposal received after the closing date and time will not be considered.

7.0 Facsimile or E-mail of Proposals

Facsimile proposals will be accepted at 920-832-6083 and email proposals will be accepted at schoulhl@co.outagamie.wi.us.

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 Venue

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

10.0 Status of Proposal

All proposals will be acknowledged online within 48 hours of the due date/time with the proposers name only. 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.co.outagamie.wi.us then go to **Status of Bids/Proposals**.

**Outagamie County
Proposal Form
Solid Waste Camera & PA System**

Proposals Due: November 20, 2009 -- 2:00 p.m., local time

E-Mail Proposals To: schoulnl@co.outagamie.wi.us

Fax Proposals To: 920-832-2474

Mail Proposals To: Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St
Appleton, WI 54911

Lump Sum \$ _____ for Main Project

Lump Sum \$ _____ for optional camera replacement at Transfer Station

Completion of project will be _____ business days from receipt of Purchase Order.

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____