

OUTAGAMIE COUNTY

REQUEST FOR PROPOSAL

FOR

ASPHALTIC CONCRETE MATERIALS

FOR

HIGHWAY DEPARTMENT

DUE BY: February 21, 2019 at 10:00 AM

1.0 **Specifications**

The Highway Department is requesting proposals for asphaltic concrete materials to be used on various construction or maintenance projects completed by Outagamie County's Highway Department.

Reference Attachment A for the specifications of the asphaltic concrete materials.

Complete and return the proposal form. Your proposal price must remain firm through December 2019. Award will be by line item by Outagamie County project. Thus, multiple vendors may be awarded the same material. The County will pay for at the proposal unit price under the items listed on the proposal form. If the supplier has any deviation to our requested specifications it must be listed and include with your proposal.

Outagamie County Highway Department will order material for projects and maintenance as needed. Supplier shall provide all necessary equipment to service Outagamie County within a 24-hour notice of intended material purchases.

2.0 **Insurance and Indemnification**

The awarded supplier(s) shall abide by the indemnification and insurance requirements as set forth in Attachment B. Complete and return Attachment B with your proposal, also include your Certificate of Insurance with your proposal.

3.0 **Contact Information**

Contact the following if clarification is needed -

Shari Wojciehowski

Senior Support Specialist

920-832-5673

shari.wojciehowski@outagamie.org

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. A

Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

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 post any updates online at www.outagamie.org then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 **County Reservation**

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

Proposals will be received up to 10:00 a.m. CT on February 21, 2019.

7.0 Proposal Submittal Address

Proposals should be delivered or sent to –

Outagamie County Highway Department
Attn: Shari Wojciehowski
1313 Holland Rd
Appleton, WI 54911

Mark on the outside of your proposal “RFP – Asphaltic Materials”.

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 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

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 award, proposals will be considered public record and details will be posted online at www.outagamie.org then Bids & Proposals- Awarded.

OUTAGAMIE COUNTY PROPOSAL FORM
Asphaltic Concrete Materials

Proposals Due: February 21, 2019 – 10:00 a.m. CT

Send/Deliver Proposals To: Outagamie County Highway Department
Attn: Shari Wojciehowski
1313 Holland Rd
Appleton, WI 54911

Include information as requested in Section 2.0

Firm Name: _____

Authorized Signature: _____

Printed name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____

