

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
JAIL INTERCOM REPLACEMENT
IN THE
JUSTICE CENTER

Due Date: July 15, 2026 – 1:00 p.m. CT

Site Visit: There will be one mandatory site visit on July 1st at 7:30 am
Reference RFB Section 3.0 for details

1.0 Overview & Scope of Service

Overview

Outagamie County is seeking bids from qualified contractors to replace the head-end of the jail's intercom/paging system within the Outagamie County Justice Center located at 320 S Walnut St., Appleton, WI.

The existing intercom system is a Telecor analog intercom system that includes several master stations and is integrated into the jail's HMI touchscreen control system. The Justice Center also has a Telecor clock system that may be tied into the existing Telecor system. The selected contractor shall provide new intercom head-end equipment, installation, programming, start-up, and testing to provide a fully functional intercom system. The new head-end system shall be an IP-centric platform and shall be tied into the existing intercom stations and field devices, which will remain as is. The new intercom head must be fully compatible with all remaining equipment and must be capable of providing all the functionality the existing Telecor head-end system provides. The selected contractor shall be responsible for verifying existing conditions and functionality, including the building's Telecor clock system, to ensure the new system provides the same functionality. If the new system is not compatible with the building clock system, the old Telecor components that operate the clock system must be left in place and in operating condition. The contractor shall also provide unit pricing for additional desktop master stations above and beyond the 10 stations that are included in the base bid. Master station unit pricing shall include the desktop master station, installation, setup, and integration into the existing system, including any required licenses.

Scope of Service

Reference the following documents:

- Section 28 46 30 Door Control Intercom System dated 5/14/2026 (5 pages). Specifications and Installation Standards relating to the installation of the head-end system. Specifications sections not related to the head-end system are not applicable.
- Intercom and Pager Riser Diagram dated 11/9/2005 (1 page) for the riser diagram of the existing intercom system to be used as a reference only. Contractors shall site visit existing conditions and match existing functionality.

Provide and install new head-end components for the intercom system to fully replace the existing Telecor head-end system and associated master stations.

- (10) Desktop Master Stations with PoE (VoIP)
- (6) Digital Communication Controllers
- Digital Communications Expanders as required
- Page Zone Expanders as required
- All ancillary parts, cables, and connectors needed to create a fully functioning system.
- Additional amplification devices as needed to fully power existing field devices.
- Software and site license

The contractor shall verify existing field devices such as, but not limited to, field stations, panic buttons, speaker stations, speaker zones, and speakers that are connected to the existing Telecor head-end system. These devices shall remain in place. The contractor shall reconnect all existing devices to the new head-end system as needed and shall configure them to work in the same manner they did with the Telecor System. The existing administrative phones will not work with the new head-end system, and the contractor is not responsible for connecting or making the existing administrative phones work with the new system. The County may choose to update some of the administrative phones with new master stations per the contractor's listed master station unit pricing.

- Acceptable equipment brands include Harding DXL or equivalent brands that meet or exceed specifications and functionality as approved by the owner. It shall be the contractor's responsibility to demonstrate how any alternate brands meet or exceed the specifications and functionality of the Harding DXL system. The new head-end system must also be compatible with the existing phone system used by the current paging system, or the new system shall provide a software-based calling system; either one must be capable of recording intercom conversations or be tied into an existing IP-based Eventide recording system. New equipment at the end of the manufacturer's life will not be accepted, including any equipment lines the manufacturer plans to discontinue within the next 5 years.
- Components such as the new master stations shall replace the existing master stations that are located throughout the building.
- The system shall be integrated into the County's existing Wonderware system, including any required programming to make the system work in its original manner, including camera call-up when a button or emergency button is pushed.
- Perform a site visit at the beginning of the project to verify and document the functionality of the existing Telecor system to ensure the new system is set up and operates in the same manner as the existing system. Also, meet with County staff to determine the locations of any data cable runs needed. The County shall be responsible for installing data runs and wall jacks to any remote equipment and will have any needed data lines installed prior to the installation of the new intercom system.
- Schedule installation and set up with the County at least 3 weeks prior to starting work. Due to this being a critical system for jail operations, work shall be scheduled in a manner that reduces downtime as much as possible.
- As part of the installation process, provide and install any required licenses, provide start-up and testing of the system to verify functionality, and provide owner training on any new equipment.
- Contractor shall provide one printed copy and one electronic copy of all manuals associated with the project.
- Most work can be done during normal business hours; however, noisy activities, if needed, such as hammer drilling or activities that cause excessive noise, shall be performed before 8:00 am or after 5:00 pm to limit disruptions to the courts.

- Contractor's work shall follow all local jurisdictional codes. The contractor is also responsible for any required permits, including the cost of any permits.
- All components and ancillary parts must be in new factory-sealed condition. No open box refurbished or used equipment will be accepted.
- Provide a one-year full parts and labor warranty for all new equipment

Site Restrictions

Noise

The work area is located near numerous courtrooms. Work that would cause noise to vibrate through the building into the courtrooms could not be done while court is in session. That is usually Monday – Friday from 8am – 5pm. An Example of work which would cause the noise or vibration would be hammer drilling into the concrete floor or walls. These types of noisy activities, if necessary, shall be done outside of the court's schedule.

Tools and Material Security

The vendor shall be responsible for maintaining an accurate inventory of any tools or materials brought into the Outagamie County Jail. In the event of missing tools or material, the vendor shall immediately notify the jail officials. Vendors will be allowed to store part and tools within the mechanical rooms on the lower level of the Justice Center as long as they are stored in a neat and orderly manner.

Worker Personal Safety

The vendor's employees are prohibited from having direct contact with any inmate while working in the Outagamie County Jail. Vendor's employees are prohibited from exchanging, giving or receiving any item to or from an inmate. A corrections officer will be assigned to accompany the vendor's employees when working inside inmate housing units and act as a liaison when working in officer areas. The vendor's employees must immediately obey any lawful order issued to them by a corrections officer.

Background Check

Outagamie County will require background checks on any personnel working in restricted areas of the Outagamie County Justice Center. The County will perform these background checks at no cost to the contractor. This work will be done with access to restricted areas. Vendors must report in with jail officials when entering and exiting the jail areas.

2.0 Completion and Liquidated Damages

A contract will be issued no later than end of day July 29, 2026.

The awarded contractor must achieve substantial completion of project no later than 3:00 pm CT December 5, 2026. Failure to achieve substantial completion by December 5, 2026 will result in \$100.00 per calendar day in liquidated damages.

3.0 Site Visit and Vendor Questions

There will be one mandatory site visit on July 1 at 7:30 am. Interested bidders and sub-contractors should meet in the lobby of the Justice Center. The lobby of the Justice Center is accessed through Door #1 of the Government Complex (320 S Walnut St,

Appleton). Once you go through security, turn left then go down the ramp to get to the Justice Center lobby.

4.0 Contract

AIA A101-2017, as modified by Owner and the associated General Conditions, AIA A201-2017, as modified by Owner will be the only contract that is used, without additional changes.

5.0 Indemnification, Responsible Bidder & Insurance

The awarded bidder must comply with the requirements set forth in Attachment A. Complete and return Attachment A with your bid, however the Certificate of Insurance is only required form the awarded bidder.

6.0 Bid and Performance Bond

Each bid submitted must be accompanied by a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Wisconsin, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidders bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project, and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages. Attorney's-in-fact who sign bid bonds, performance bonds, labor and material payment bonds must file with each bond a certified and currently dated copy of their power of attorney. **Failure to submit a bid bond will result in the rejection of your bid.**

In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, Outagamie County will cause the forfeiture of the full amount of the bond. Cashier/Certified checks will not be acceptable for a bid bond.

The awarded firm will be required to obtain a performance and payment bond equal to the contract sum.

7.0 References

Provide a minimum of three and maximum of five references for similar projects. Include the project description, size, date of completion and location (customer name, city and state). Also provide the contact name, phone number and email address. Failure to provide may result in the rejection of your bid.

8.0 Contact Information

Site Information

Paul Farrell

Facilities Director

(920) 832-1855

Paul.Farrell@outagamie.gov

Purchasing & Contract Information

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

Nicole.Schoultz@outagamie.gov

9.0 Clarification and/or Revisions to the Specifications and Requirements

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the bidder to provide its professional (experience and expertise with regard to industry standards for the project being bid). If bidder believes specifications are not within industry standards, bidder must bring its objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at www.outagamie.gov under Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at www.outagamie.gov under Bids / Proposals.

10.0 County Reservation

- a. This bid 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 bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The bidder 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 bid and to reject any and all bids 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 bid.

11.0 **Closing Date**

Outagamie County will receive sealed bids up to 1:00 p.m. CT July 15, 2026. Late bids will not be accepted.

Send bids using a commercial carrier or USPS to –

Outagamie County Purchasing

Attn: Nicole Schoultz

320 S Walnut St

Appleton, WI 54911

Hand delivery of bids:

Bids that are hand delivered must be deposited in the secure bid deposit box. This secure box is located inside the Door #1 entrance of the County Government Center located at 320 S Walnut St in Appleton. Box is located on the far or east side of the Door #1 entry vestibule. The secure bid deposit box is accessible Monday – Friday (excluding County observed holidays) from 7:30am – 5:00pm. Since this secure box is under 24x7 video surveillance, no bid receipt will be given.

The sealed envelope containing your bid shall show the name of the bidder and must be clearly marked "**Bid – Intercom System**". Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered.

Bids will be publically read at 1:00 pm on July 15th inside the Door #1 entrance of the County Government Center.

12.0 **Method of Procurement**

The method for this procurement is competitive sealed bid, pursuant to §66.0901 and Chapter 22 and 50 of the Outagamie County Code of Ordinances.

13.0 **Taxes**

Effective January 1, 2016 all materials used on this project is tax-exempt under Wisconsin State Statute 77.54(9m).

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Jail Intercom System: Page 1 of 2

Bid Dues: July 15, 2026- 1:00 p.m. CT

Deliver Bids To: Outagamie County
Attn: Nicole Schoultz, Purchasing
320 S Walnut St
Appleton, WI 54911
If hand delivering, see note in Section 11.0

Lump Sum Bid \$_____

Written:

_____ Dollars and _____ Cents

Include Bid Bond, Completed Attachment A and References

Acknowledgement of Addendum(s)

Addendum _____ Date Issued _____

Addendum _____ Date Issued _____

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title/Date: _____

Address: _____

Telephone: _____

E-mail: _____

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Unit Price per addition master station including installation, programing and set-up.

\$ _____

Annual Licensing of System

Check One:

_____ This system does not require annual licensing.

_____ This system does require annual licensing.

If the system requires annual licensing, year 1 of licensing must be included in the lump sum bid price. Reference the rate for 2 year and the rate not to exceed for the following years:

Year 2 licensing: \$ _____

Year 3 licensing will not increase more than _____% over year 2.

Year 4 licensing will not increase more than _____% over year 3.

Year 5 licensing will not increase more than _____% over year 4.