



MINUTES

Building and Property

October 17, 2016
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Russ Bauer, Gilbert Engel, Ken Keller, Al Sauld and Vilas Schroeder
MEMBERS EXCUSED: Supervisor Mike Behnke
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Facilities Director Martin Keyport, County Administrator Shawn Hennessee, UW Marinette North Region Dean Keith Montgomery, Supervisor Ted Sauve and Eagle Herald

1. Call to order

Vice Chair Schroeder called the meeting to order at 1:00 p.m.

2. Agenda

Motion (Sauld/Engel) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Bauer/Sauld) to approve minutes of September 13, 2016. Motion carried.

5. UW-Marinette Housing Options – Discussion only.

6. Creation of a Marketing Committee to Review Status of 1925 Ella Court Building

Motion (Engel/Keller) to recommend Corporation Counsel draft a Resolution to create a Marketing Committee to review the status of 1925 Ella Court building with members consisting of Building and Property Chair, County Administrator, Facility Director, two real estate agents, Chamber of Commerce member and one citizen at large advertised in the newspaper and report back to Building and Property Committee regularly with a sunset clause of one year. Motion carried.

7. Sheriff Department Surplus Items for Wisconsin Surplus Auction

Motion (Keller/Bauer) to authorize the Sheriff's Office to dispose of two (2) snowmobiles, one (1) snowmobile trailer and miscellaneous items by surplus items on Wisconsin Surplus Auction website. Motion carried. Exhibit A

8. Maintenance Surplus Items for Wisconsin Surplus Auction

Motion (Bauer/Sauld) to approve listing maintenance surplus items on Wisconsin Surplus Auction website with removal of 1-Laser Engraving Machine. Motion carried. Exhibit B

9. Agreement with Thermo-Tech Mechanical Insulation – Crivitz Hwy Shop

Motion (Sauld/Bauer) to approve entering into agreement with Thermo-Tech Mechanical Insulation for Crivitz Highway Shop MUA Insulation Replacement at a cost of \$13,730.00, pending Corporation Counsel's approval. Motion carried. Exhibit C

10. Agreement with MJB Industries, Inc. - Fairgrounds Concrete Replacement

No action at this time.

11. Purchase of 2017 Chevrolet Express 2500 LS Passenger Van

Motion (Engel/Bauer) to recommend County Board approve purchase of 2017 Chevrolet Express 2500 LS passenger van from Koehne Chevrolet Buick GMC for \$28,220.50. Motion carried. Exhibit D

12. Purchase of 2017 Dodge Grand Caravan SE

Motion (Sauld/Bauer) to recommend County Board approve purchase of 2017 Dodge Grand Caravan SE from Ewald Chevrolet Buick for \$23,334.50. Motion carried. Exhibit D

13. Pending RFP's

None at this time.

Break 2:50 p.m. to 2:54 p.m.

14. Facilities Director's Report

- Niagara Senior Center project completion
- UW Fieldhouse update

15. Future Meeting Date and Time

Committee will meet the second Wednesday of the month at 10:00 a.m.

16. Future Agenda Items

None

17. Adjournment

Motion (Sauld/Engel) to adjourn at 3:05 p.m. Motion carried.

Next meeting date: Wednesday, December 14, 2016 at 10:00 a.m.

BobbieJean Borkowski, Deputy County Clerk

Date approved/corrected:

SHERIFF'S OFFICE SURPLUS ITEMS FOR THE FALL AUCTION

<u>ITEM</u>	<u>CONDITION</u>
1. Streaker Go-Cart with 8.5 hp engine	unknown if it runs
2. Mercury 4 hp outboard motor	older, as is, unknown if it runs
3. Mongoose bicycle	as is, fair
4. Dyno bicycle	as is, fair
5. Schwinn bicycle	poor
6. Genesis bicycle	poor
7. Generac 4000 watt generator	as is, unknown if it runs or produces electricity
8. Onan 38018A generator	as is, unknown if it runs or produces electricity
9. Misc plastic gasoline jugs	as is
10. Misc plastic gasoline jugs	as is
11. Redfield & Tasco scopes	as is, cloudy, poor seals, scratches
12. Zipper gun case	fair
13. Misc. used fishing equipment	as is
14. Altocraft 18 volt tool set	as is, unknown if any work, cased
15. Sony Cyber shot camera	as is, doesn't always function reliably, no card
16. 2010 Triton Snowmobile Trailer	as is, fair, Mod XT10-101
17. 2010 Polaris Snowmobile #2564	as is, 1146 miles, used for the 2014/15, dead battery
18. 2010 Polaris Snowmobile #2565	as is, similar mileage as 2564, used for the 2014/2015 season, dead battery
19. 35mm film assortment	31 Kodak color 100, 18 Kodak color 400, 7 Mitsubishi color 400, 5 Kodak B & W 400
20. 2 Lorance Sport GPS units	as is, unknown if they work
21. Polaroid Land camera	as is, unknown if it works
22. GE Home Video System	as is, cased, unknown if it works
23. Davis & Sanford Tri Pod	as is, poor, missing top piece, broken gasket
24. Pocket Timer/Stop watch	as is, needle doesn't always reset

Lt Jim Albright #503

10/04/16

Wisconsin Surplus - Simple Multi Item Listing Worksheet

	Consigning Agency Information	Location of Surplus Asset
	Agency: Marinette County Maintenance Department Payment Address: 1926 Hall Ave., Marinette, WI 54143 Check Payable to: Marinette County Contact Person: Martin Keyport Phone: 715-732-7500 Email: mkeyport@marinettecounty.com	Address: 930 State St., Marinette, WI 54143 Inspection Times: By appointment only Inspection Dates: By appointment only Contact Person: Ron Brendemihl Phone: 715-732-7505 715-923-0941 Email: rbrendemihl@marinettecounty.com
	Pick up hours Monday thru Friday 7AM - 3PM	
Item#	Main Description	Additional Description
	This form's intended use is for small/lower value misc. lots requiring only 1 or 2 line descriptions. You can list all the lots on this one form.	
1	Laser engraving Machine Artsign JSM-3060U	110V, working area 310mm x 560mm
2	Scale - HealthoMeter	Electric scale, Healthometer model 591KL, missing cord
3	Clothing Rack	Size = 60"H x 50"W x 18.5"D
4	Wooden shelf	Size = 41"H x 24"W x 11"D
5	Wooden shelf	Size = 72"H x 31"W x 13"D
6	Craftsman Sander	Model 113022580 - Missing table/stand, tenioner problem, cord frayed
7	Cabinette - 2 drawer	Size = 15"W x 31"D x 29"H
8	Cable Raceway Components	
9	Card cabinette - Lit-Ning	2 Gray cabinettes 5 x 8, New 1 unopened in the box
10	Assorted counter top	
11	Wash Box	Size = 9'H x 4' 3"W
12	4 - Chairs	some tears & stains
13	Towel Dispensers	5 Assorted
14	Drill Cases	Empty cases for dewalt
15	Misc IT	Assorted computers, servers, monitors, printers, Cabels, Ect. Hard drives removed
16	Polycom Cart	Wheeled cart, Model-Premier Cart
17	Cabinette	2 -Desk upper cabinettes, First come, first choice
18	Cabinette	2 -Desk upper cabinettes, First come, first choice
19	Cabinette	2 -Desk upper cabinettes, First come, first choice
20	Cabinette	2 -Desk upper cabinettes, First come, first choice
21	Cabinette	2 -Desk upper cabinettes, First come, first choice
23	Misc IT	Assorted computers, monitors, printers, Cabels, Ect. Hard drives removed
25	3 - Sansui TV's	2 with remotes Model # TM 1313, 2 - TM 1315 (working when Removed)
29	TV 27" Orion	Model STV2763, has remote & wall mount (working when Removed)
30	Misc AV	Panasonic Monitor Recorder AG-520 AH, Lighttable 24x18, Walensak 3M 255 Cassette System,
31	Desk Unit, 3 pieces	Lightweight, 2-28 x 60 x 28.5, 32 x 58 x 28.5
32	Wood Shelf	33H x 42W" x 12D"
35	Assorted Doors	7 doors, assorted sizes
53	Desk	6 Drawer, 59.5" x 29.5" x 30"
69	Desk unit	Base 75" x 24" x 305", Top 68.5" x 15" x37"

2006 Ford E350 XL Super Duty

2008 Ford Taurus X

MARINETTE COUNTY AGREEMENT

THIS AGREEMENT is made by and between Marinette County, a municipality, hereinafter referred to as COUNTY, and Thermo-Tech Mechanical Insulation, hereinafter referred to as VENDOR, for the purpose of Crivitz Highway Shop MUA Insulation Replacement.

The parties agree as follows:

1. Contact Persons and Contract Administrators:

COUNTY's agent and contact person is:	Martin Keyport, Facilities Director
Whose principal business address is:	Maintenance Department
	1926 Hall Avenue
	Marinette, WI 54143
	(715) 732-7500

VENDOR agent and contact person is:

Name:	Steve Listle
Title:	President
Company:	Thermo-Tech Mechanical Insulation
Address:	PO Box 290
City, State:	Watertown, WI 53094
Telephone:	(920) 262-0099

2. VENDOR agrees the following services, as set forth in the response, dated September 26, 2016, to the Request for Proposal will be provided to Marinette County, included and incorporated by reference as attachment A, in the amount of \$13,730.00.
3. VENDOR agrees to present manufacturer's literature regarding materials & warranty.
4. Project to be completed by December 1, 2016.
5. COUNTY agrees to the following:
 - Payment Terms – COUNTY will pay the VENDOR within 30 days of receipt of an invoice.
6. Both parties agree that the relationship between the parties shall be that of an independent VENDOR and shall not be construed to be an Employer-Employee relationship; specifically the parties agree that:

- VENDOR will be responsible to pay all Federal, State and social security taxes on any income received under this Agreement.
- COUNTY will pay no fringe benefits or other compensation to VENDOR.

7. VENDOR will provide and maintain certificates of insurance with minimum limits as follows:

General liability, each occurrence	\$1,000,000
Auto liability, each occurrence	\$ 300,000
Workers Compensation	Statutory Requirements

Certificates of insurance indicating COUNTY as additional insured must be presented to COUNTY's agent with a signed copy of this agreement prior to commencing work. Additionally, all policies shall contain endorsements by respective insurance companies waiving all rights of subrogation, if any, against COUNTY and shall further provide that policies are not cancelable except upon thirty days written notice to COUNTY.

8. VENDOR hereby agrees to release, indemnify, defend and hold harmless Marinette County, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Marinette County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
9. This contract may be amended in writing by mutual agreement of both parties at any time.
10. This agreement shall be governed by the laws of the State of Wisconsin.
11. COUNTY may terminate this agreement in the event VENDOR breaches any of the terms of the agreement or for unsatisfactory performance by VENDOR. Termination shall be immediate upon written notification by the COUNTY.

VENDOR

Date

Kathy Brandt, County Clerk

Date

ATTACHMENT A
RFP#16-038-34
CRIVITZ HIGHWAY SHOP
MUA INSULATION REPLACEMENT
TABULATION SHEET

MUA Insulation Replacement per specifications

\$ 13,730.⁰⁰

I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.



Signature of Duly Authorized Individual

9/26/16
Date

Printed Name: STEVE LISTLE

Title: PRESIDENT

Company: THERMO-TECH MECHANICAL INSULATION, INC.

Address: PO BOX 290, WATERTOWN, WI 53094

Phone Number: (920) 262-0099

Email Address: STEVE@THERMOMAIL.COM

ATTACHMENT B
RFP#16-038-34
CRIVITZ HIGHWAY SHOP
MUA INSULATION REPLACEMENT
STATEMENT OF UNDERSTANDING OF PROPOSAL

HERMO-TECH MECHANICAL INSULATION, INC.

Vendor name

PO BOX 290

Vendor's address

WATERTOWN, WI 53094

City State Zip code

STEVE LISTUE / PRESIDENT

Contact person's name & position

(920) 262-0099

Vendor's Phone number

(920) 262-2133

Vendor's Fax Number

We have read the County's Request for Proposals (RFP) for RFP#16-038-34 – CRIVITZ HIGHWAY SHOP MUA INSULATION REPLACEMENT and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our proposal is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- (e) We acknowledge and accept all the terms and conditions included in the RFP



Signature of vendor or vendor's Representative

9/26/16

Date

**ATTACHMENT C
RFP#16-038-34
CRIVITZ HIGHWAY SHOP
MUA INSULATION REPLACEMENT
ADDENDUM SHEET**

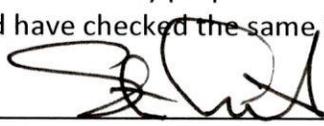
(If Addendums exist for this project, please sign, date, and submit with Proposal.)

The undersigned acknowledges receipt of the following addenda:

Addendum #1 ACKNOWLEDGED Initials SL
Addendum #2 ACKNOWLEDGED Initials SL
Addendum #3 _____ Initials _____
Addendum #4 _____ Initials _____
Addendum #5 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal from the plans and specifications and have checked the same in detail before submitting to Marinette County.

Name 
Signature

Date 9/26/16

All vendors are responsible to check for addenda, posted on the county website at www.marinettecounty.com, for this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within three (3) business days of RFP due date.

All vendors receiving initial notification of project will be notified by Marinette County of all addenda issued within three (3) business days prior to due date. If a RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. A new RFP response must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible to contact Marinette County at 715-732-7419 to ensure receipt of addenda issued. RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

REQUEST FOR PROPOSAL - BID TABULATION SHEET
RFP#16-038-34 CRIVITZ HIGHWAY SHOP MUA INSULATION REPLACEMENT
BIDS DUE: 9/20/16

COMPANY: STREET ADDRESS: CITY/STATE/ZIP: CONTACT: EMAIL CONTACT: PHONE: ALTERNATE PHONE: FAX:	L & C INSULATION INC 3120 Airport Rd LaCrosse WI 54603 John Bero johnb@lcinsulation.com (920) 716-0218	MIDWEST MECHANICAL INSULATION 3750 S Packerland Dr DePere WI 54115 Jacob Countryman jake@midwestmechanicalins.com (715) 574-1698	QUALITY INSULATORS INC 3142 S Ridge Rd Green Bay WI 54307 Chris VanderLogt cvanderlogt@qualityinsulators.com (920) 336-3595	THERMO-TECH MECHANICAL INSULATION PO Box 290 Watertown WI 53094 Steve Listle steve@thermomail.com (920) 262-0099
<u>Roof Replacement</u>	\$77,479.00 Price includes contingency of \$50,000 to replace the existing ductwork if required.	\$24,779.00	\$34,387.00	\$13,730.00

REQUEST FOR PROPOSAL (RFP)

#16-038-34

**CRIVITZ HIGHWAY SHOP
MUA INSULATION REPLACEMENT**

**POSTING DATE:
SEPTEMBER 7, 2016**



**RESPONSE DEADLINE:
SEPTEMBER 28, 2016
11:00 A.M.CENTRAL STANDARD TIME (CST)**

**TO:
MARTIN KEYPORT, FACILITIES DIRECTOR
MARINETTE COUNTY MAINTENANCE DEPARTMENT
1926 HALL AVENUE
MARINETTE WI 54143**

Table of Contents

- I. BACKGROUND 3
- II. TENTATIVE PROJECT TIMELINE..... 3
- III. RFP DUE DATE 3
- IV. RFP QUESTIONS..... 4
- V. RFP SUBMISSION REQUIREMENTS..... 4
- VI. BACKGROUND & SCOPE OF SERVICES..... 4
- VII. FINANCIAL VERIFICATION 9
- VIII. OTHER..... 9
- IX. PROJECT CHANGES 10
- X. ATTACHMENTS 10
 - ATTACHMENT A 11
 - ATTACHMENT B 12
 - ATTACHMENT C 13
 - ATTACHMENT D 14

I. BACKGROUND

Marinette County is requesting proposals for MUA Insulation Replacement at the Crivitz Highway Shop per the specifications listed below. The Crivitz Highway Shop is located at CTH W, Crivitz, WI 54114.

Not with standing any other provisions of the RFP, Marinette County reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items when doing so would be to the advantage of Marinette County or its taxpayers.

It is further within the right of Marinette County to reject proposals that do not contain all elements and information requested in this document.

Marinette County shall not be liable for any losses incurred by the vendor making the proposal throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the vendor. Any proposal received will become the property of Marinette County and a matter of public record. Any proprietary material or information should be marked and submitted as a supplement to the proposal to allow the County to protect the information as warranted.

II. TENTATIVE PROJECT TIMELINE

RFP posted by 4:30 p.m.	9/7/16
Site walk through 10:00 a.m.	9/15/16
RFP questions due by 11:00 a.m.	9/19/16
RFP questions answered by 4:30 p.m.	9/20/16
RFP responses due from potential vendors by 11:00 a.m.	9/28/16

III. RFP DUE DATE

Proposals shall be submitted to the Marinette County Administrator’s office by no later than **11:00 a.m. central time on September 28, 2016**. Proposals shall be clearly labeled **RFP#16-038-34 - CRIVITZ HWY SHOP MUA INSULATION** and submitted to the location/address listed below. Faxed proposals will not be accepted.

Delivery Address for Hand Delivery, USPS, UPS, DHL, Fed X:

Martin Keyport, Facilities Director
Marinette County Maintenance Department
RFP#16-038-34 CRIVITZ HWY SHOP MUA INSULATION
1926 Hall Avenue
Marinette, WI 54143

Each proposal must be received by the due date and time set for this RFP. A proposal received after the established deadline will not be considered.

IV. RFP QUESTIONS

All questions related to this RFP must be submitted not later than 11:00 a.m. CST, September 19, 2016, via e-mail to mkeyport@marinettecounty.com. Clearly mark the e-mail "Questions for RFP#16-038-34 - CRIVITZ HWY SHOP MUA INSULATION". Phone call or faxed questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFP and placed on the Marinette County website <http://www.marinettecounty.com> on September 20, 2016, not later than 4:30 p.m. CST. It is the responsibility of all interested vendors to access the website for this information. If addendum(s) are posted, vendors must fill out and submit Attachment C – Addendum Sheet with their proposal. Calls for assistance with the website may be made to (715) 732-7419.

V. RFP SUBMISSION REQUIREMENTS

The proposal shall be sealed and labeled with the following information:

- Name of Vendor
- Address
- Contact Person
- Telephone and Facsimile Number
- E-mail Address

One original response and one copy are required to be submitted.

The proposal must include:

Attachment A, Tabulation Sheet

Attachment B, Statement of Understanding of Proposal

Attachment C, Addendum Sheet (if applicable)

The vendor shall specify the unit prices.

Upon award of the contract, the selected vendor will be required to submit a federal W-9 Form and payment address to Marinette County. Vendors previously established with the county may have this requirement waived.

The proposal shall be prepared with a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP.

A vendor may withdraw or modify its proposal prior to the proposal due date. Any changes or withdrawals must be made in writing prior to the proposal due date.

VI. BACKGROUND & SCOPE OF SERVICES

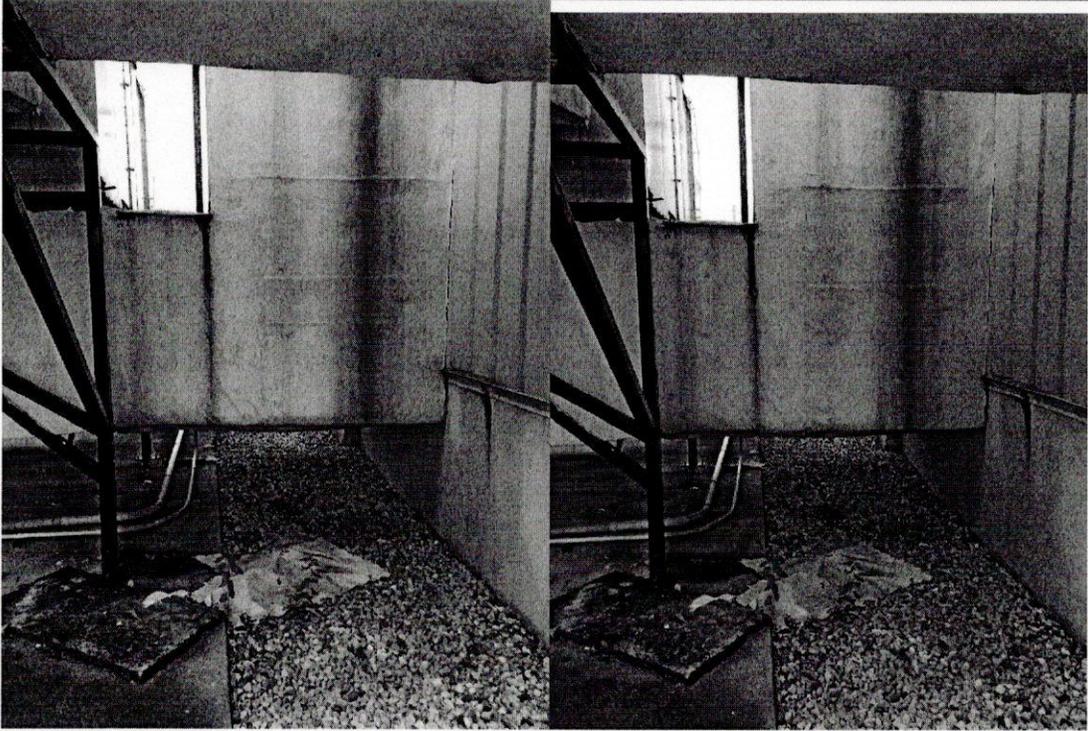
BACKGROUND

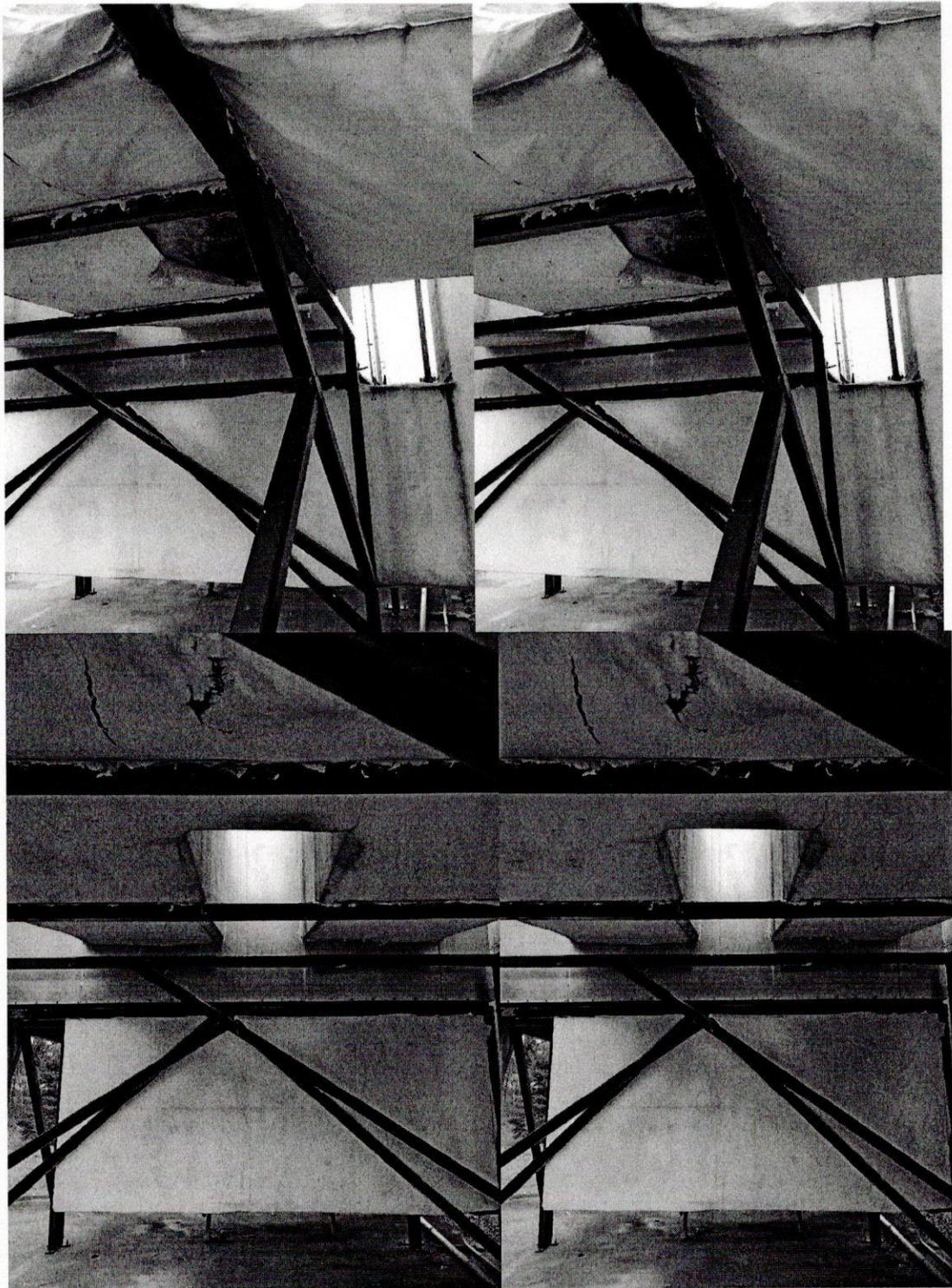
Marinette County is requesting proposals for the MUA Insulation Replacement at the Crivitz Highway Shop, located at CTH W, Crivitz, WI 54114 per the following specifications:

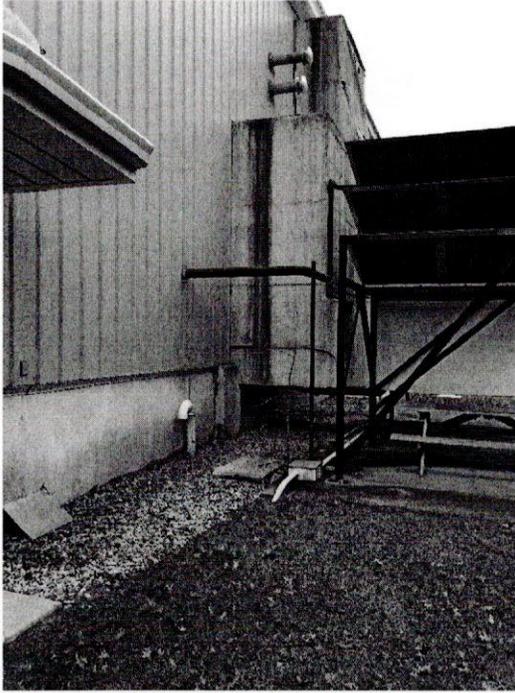
SCOPE

- Crivitz Highway Shop – MUA Insulation Replacement
 - Removal of existing insulation
 - Blankets to be removed and returned to highway shop
 - Original insulation to be disposed according to all local, state and federal regulations.
 - Disposal to be made at a licensed landfill facility.
 - Preparation of all surfaces for installation of new insulation
 - Insulation on return and supply ductwork.
 - 2" minimum of fiberglass board insulation
 - To be adhered to ductwork, no mechanical fasteners.
 - 14 gauge aluminum cover for top of ductwork (for protection from roof ice)
 - Must protect both supply and return ductwork
 - Must pitch cover to provide run-off
 - Do not pitch toward air make-up unit or building
 - Sealing of all insulation with 3M VentureClad jacketing
 - Allow access/clearance for all pipes, access doors, etc.
 - Include all materials, lifts and labor
 - Substitutes to be called out in proposals. Samples to be provided.
 - Marinette County reserves the right to reject substitutes.
 - Disposal of all materials off-site
 - Vendor responsible for all permits
 - Vendor to restore surrounding area, including grass, to satisfaction of Marinette County.
 - Worksite to be cleaned of all debris.
 - Work must be completed during times approved by Marinette County Highway Commissioner and Marinette County Facility Director. Normal hours of Crivitz Highway Shop operation is 7:00 am – 3:30 pm, Monday through Friday.
 - Work to be completed within two weeks maximum.
 - Mobilization/de-mobilization can extend outside preferred timeframe.
 - 10-year warranty on material. Specify warranty details for labor.
- General Notes

- Provide documentation of all materials such as insulation, jacketing, tape, glue, etc.
 - Work to be coordinated to minimize any inconvenience to building occupants.
 - Site visits are as required and must be completed on September 14, 2016 at 10:00 am. Alternate times may be granted at the discretion of Martin Keyport, Facilities Director at (715) 732-7500 for an appointment.
 - Questions due by September 19, 2016 by 1:00 pm
 - Responses will be posted on Marinette County website by September 21, 2016 by 4:00 pm.
 - RFP's due by September 26, 2016 by 1:00 pm.
-
- Reference Pictures Below:







VII. FINANCIAL VERIFICATION

Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Marinette County reserves the right to reject Proposals based on information obtained through these background checks.

VIII. OTHER

All work shall conform to all applicable industry standards, federal, state and local laws, codes and ordinances.

No vendor will be provided with financial and/or competitive vendor information on this Proposal until after the award of contract has been made. At that time, all Proposals will be available for review in accordance with the Wisconsin Open Records Law. Marinette County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Marinette County and its departments are exempt from payment of all federal, state and local taxes on its purchases except Wisconsin excise taxes.

Any contract between vendor and Marinette County shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under such contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

By responding to this Proposal, prospective vendors acknowledge and accept the attachments, including insurance requirements and service template contract sample attached.

IX. PROJECT CHANGES

Marinette County reserves the right to make changes to the project. Any changes in the scope of services shall be mutually agreed upon in writing by the Vendor and the County.

X. ATTACHMENTS

Attachment A – Bid Tabulation Sheet

Attachment B – Statement of Understanding

Attachment C – Addendum Sheet

Attachment D – Sample Contract

ATTACHMENT B
RFP#16-038-34
CRIVITZ HIGHWAY SHOP
MUA INSULATION REPLACEMENT
STATEMENT OF UNDERSTANDING OF PROPOSAL

Vendor name

Vendor's address

City

State

Zip code

Contact person's name & position

Vendor's Phone number

Vendor's Fax Number

We have read the County's Request for Proposals (RFP) for RFP#16-038-34 – CRIVITZ HIGHWAY SHOP MUA INSULATION REPLACEMENT and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our proposal is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- (e) We acknowledge and accept all the terms and conditions included in the RFP

Signature of vendor or vendor's Representative

Date

**ATTACHMENT C
RFP#16-038-34
CRIVITZ HIGHWAY SHOP
MUA INSULATION REPLACEMENT
ADDENDUM SHEET**

(If Addendums exist for this project, please sign, date, and submit with Proposal.)

The undersigned acknowledges receipt of the following addenda:

Addendum #1 _____ Initials _____
Addendum #2 _____ Initials _____
Addendum #3 _____ Initials _____
Addendum #4 _____ Initials _____
Addendum #5 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal from the plans and specifications and have checked the same in detail before submitting to Marinette County.

Name _____
Signature

Date _____

All vendors are responsible to check for addenda, posted on the county website at www.marinettecounty.com, for this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within three (3) business days of RFP due date.

All vendors receiving initial notification of project will be notified by Marinette County of all addenda issued within three (3) business days prior to due date. If a RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. A new RFP response must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible to contact Marinette County at 715-732-7419 to ensure receipt of addenda issued. RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

- COUNTY will pay no fringe benefits or other compensation to VENDOR.

8. VENDOR will provide and maintain certificates of insurance with minimum limits as follows:

General liability, each occurrence	\$1,000,000
Auto liability, each occurrence	\$ 300,000
Workers Compensation	Statutory Requirements

Certificates of insurance indicating COUNTY as additional insured must be presented to COUNTY's agent with a signed copy of this agreement prior to commencing work. Additionally, all policies shall contain endorsements by respective insurance companies waiving all rights of subrogation, if any, against COUNTY and shall further provide that policies are not cancelable except upon thirty days written notice to COUNTY.

9. VENDOR hereby agrees to release, indemnify, defend and hold harmless Marinette County, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Marinette County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
10. This contract may be amended in writing by mutual agreement of both parties at any time.
11. This agreement shall be governed by the laws of the State of Wisconsin.
12. COUNTY may terminate this agreement in the event VENDOR breaches any of the terms of the agreement or for unsatisfactory performance by VENDOR. Termination shall be immediate upon written notification by the COUNTY.

VENDOR

Date

Kathy Brandt, County Clerk

Date

BID TABULATION WORKSHEET
RFP#16-036-34 - MOTORPOOL VEHICLES
BIDS DUE: 9/21/16

COMPANY:	KOEHNE G777	FRANK PORTH CHEVROLET	EWALD'S HARTFORD FORD, LLC	EWALD CHEVROLET BUICK, LLC
STREET ADDRESS:	W1760 US Hwy 41	510 S US 141	2570 S SUMNER ST	36833 E WISCONSIN AVE
CITY/STATE/ZIP:	Marinette WI 54143	CRIVITZ WI 54114	HARTFORD WI 53027	OCONOMOWOC WI 53066
CONTACT:	STEVE JOHNSON	KEVIN JOHNSON	CHRISSY GENSCH	CHRISSY GENSCH
EMAIL CONTACT:	<u>SJOHNSON@KOEHNEGM.COM</u>	<u>KEVIN@FRANKPORTH.COM</u>	<u>CGENSCH@EWALDAUTO.COM</u>	<u>CGENSCH@EWALDAUTO.COM</u>
PHONE:	(920) 621-6025	(715) 854-7821	(262) 673-9400	(262) 673-9400
ATTACHMENT A:				
ONE (1) FIVE-PASSENGER VEHICLE				
2017 CHEVROLET - SONIC LT SEDAN	\$18,318.00			
TITLE FEES & TAG TRANSFER	\$70.50			
2016 CHEVROLET - SONIC LT SEDAN	\$16,881.00			
TITLE FEES & TAG TRANSFER	\$70.50			
2017 CHEVROLET - CRUZE LS/FLEET		\$18,307.00		
TITLES FEES & TAG TRANSFER		\$74.50		
2017 CHEVROLET - SONIC SEDAN LT				PRICE NOT LISTED
TITLES FEES & TAG TRANSFER				
2017 CHEVROLET - EXPRESS LS				PRICE NOT LISTED
TITLES FEES & TAG TRANSFER				
2017 FORD FIESTA SE			\$16,260.50	
TITLES FEES & TAG TRANSFER			INCLUDED IN QUOTE	
2017 FORD FOCUS SEDAN SE			\$17,130.50	
TITLE FEES & TAG TRANSFER			INCLUDED IN QUOTE	
ONE SEVEN-PASSENGER 6 CYL. VEHICLE				
2017 DODGE GRAND CARAVAN SE				\$23,334.50
TITLE FEES & TAG TRANSFER				INCLUDED
ONE TWELVE-PASSENGER 8 CYL. VEHICLE				
2017 CHEVROLET 23406 EXPRESS 2500	\$28,150.00			PRICE NOT LISTED
PASSENGER VAN - TRIM PACKAGE 1 LS	\$70.50			
TITLE FEES & TAG TRANSFER				
2017 FORD TRANSIT T350 - BASE PKG			\$28,793.50	
TITLE FEES & TAG TRANSFER			INCLUDED	

REQUEST FOR QUOTES (RFQ)

#16-036-34

2016 MOTORPOOL VEHICLES

**POSTING DATE:
AUGUST 24, 2016**



**RESPONSE DEADLINE:
SEPTEMBER 21, 2016
11:00 A.M. CENTRAL STANDARD TIME**

**TO:
MARTIN KEYPORT, FACILITIES DIRECTOR
MARINETTE COUNTY MAINTENANCE DEPARTMENT
1926 HALL AVENUE
MARINETTE WI 54143**

The Marinette County Maintenance Department is requesting sealed quotes for up to three (3) vehicles consisting of the following types:

- **One (1) new 5-passenger vehicle (Attachment A)**
- **One (1) new 7-passenger minivan-type vehicle (Attachment B)**
- **One (1) new 12 passenger van (Attachment C)**

All vehicles will be delivered to the Marinette County Courthouse at 1926 Hall Avenue, Marinette, Wisconsin.

The response must be submitted on Attachments A, B, and C of the 2016 Motorpool Vehicle Response Form. Multiple quotes may be submitted. All quotes shall be firm for at least 60 calendar days from the quote due date.

Marinette County Fleet numbers are as follows:

Daimler-Chrysler	001VQ
General Motors	000-982-991
Ford Motor Company	QQ253

All questions related to this RFQ must be submitted not later than 11:00 a.m. CST, on September 13, 2016, via e-mail to mkeyport@marinettecounty.com. Clearly mark the e-mail "Questions for RFQ#16-036-34 – 2016 Motorpool Vehicles." Phone call or faxed questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFQ and placed on the Marinette County website <http://www.marinettecounty.com> on September 14, 2016, not later than 4:30 p.m. CST. All addendums must be acknowledged on Attachment E of the vendor quote. It is the responsibility of all interested vendors to access the website for this information. Calls for assistance with the website may be made to (715) 732-7419.

Original quote and one copy must be sealed and mailed or hand delivered by **11:00 a.m. CST on September 21, 2016**. Quotes shall be clearly labeled **RFQ#16-036-34 – 2016 Motorpool Vehicles** and submitted to the address listed below:

Martin Keyport, Facilities Director
Marinette County Maintenance Department
1926 Hall Avenue
Marinette WI 54143

Each quote must include:

Attachment A, B, C – Response Forms
Attachment D - Statement of Understanding of Proposal
Attachment E - Addendum Sheet

The County will issue a purchase order to the selected vendor. A payment equal to 100% of the Net Bid Price shall be made to the vendor upon receipt of an invoice and acceptance of the units. All required parts; maintenance & service manuals must be delivered to the Maintenance Department before final payment.

The factors to be used by Marinette County in evaluating the quotes will include, but are not limited to, the following:

- Vendor history with Marinette County
- Additional benefits and services such as warranty/maintenance record
- Proposed fee
- Time of delivery FOB Marinette

Original quotes must be submitted by no later than **11:00 a.m. CST on September 21, 2016**. Quotes received after the due date/time will not be accepted. Marinette County reserves the right to reject any or all quotes.

ATTACHMENT C
RFQ#16-036-34
2016 MOTORPOOL VEHICLE
ONE TWELVE PASSENGER 8 CYLINDER VEHICLE

Vendor Name: Koehne GM

Minimum Specifications	Complies		Type/Size/Comments
	YES	NO	
Wheel Base	✓		135
Seating Capacity	✓		12
Engine Size	✓		4.8 LTR V8
Horsepower	✓		285
Four Wheel ABS	✓		
Sliding Passenger Door	✓		
Cruise or Speed Control	✓		
Tilt Steering Wheel	✓		6
Automatic Transmission - list number of speeds	✓		
Power Windows	✓		
Power Locks	✓		
Power Mirrors	✓		
Heated Mirrors	✓		
Air Conditioning	✓		
Rear or Tri-zone heat and air conditioning	✓		
Front Floor Mats	✓		
Rubberized Vinyl Flooring throughout	✓		
Assist Steps		✓	
AM/FM/CD Radio		✓	AM/FM
Six sets of keys with remote keyless entry	✓		
Delete Onstar/Sync/satellite	✓		
Manufacturer's Colors: <u>yellow, Red, Silver, White, Black, Grey, Graphite Metallic.</u> Choice by Marinette County			
Cloth Seating Surfaces	✓		
Tinted/privacy Glass	✓		
Intermittent/delay Wipers	✓		
Rear Window Wiper		✓	
Rear window Defroster	✓		
Tire Pressure Monitoring System	✓		
Trailer Towing Package with receiver bar and wiring	✓		
Towing Capacity	✓		9800 lbs
Side Air Bags	✓		
Number of Air Bags _____	✓		
Accessory Power Ports (Number of Ports <u>1</u>)	✓		
Maximum Payload #s <u>2705</u>	✓		
EPA Fuel Ratings: City <u>11</u> Highway <u>17</u>			
Title Fees & Tag transfer Municipal: <u>69⁰⁰ Title Fee + 1⁰⁰ Mun. Transfer F \$70⁵⁰</u>			

Delivery Date

The seller's earliest delivery date must be specified below.
Please note the County would like this truck as soon as possible.

6-10 weeks From Order
Month / Day / Year

Warranty

Below state warranty coverage.

Bumper to Bumper 3 yrs, 36,000 miles
Powertrain 5 yrs, 60,000 miles
Outer Body Corrosion 3 yrs, 36,000 miles
All Other _____

Please list any other features, benefits or class leading attributes this vehicle offers over competitor's vehicles.

Commercial link (SEE ATTACHMENT A)

Pricing:

Year 2017 Make Chevrolet Model 23406 Express 2500 Paso VAN
Trim Package 1LS

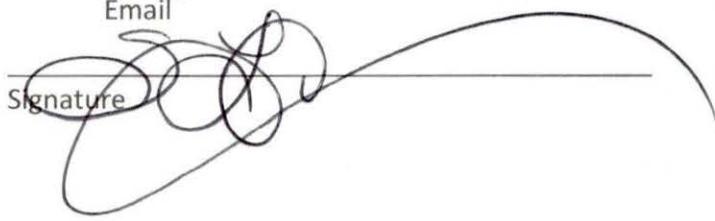
Price for One Twelve-Passenger 8-Cylinder Vehicle - paid by check: 28,150⁰⁰

Price for One Twelve-Passenger 8-Cylinder Vehicle - paid by credit card: N/A

Koehn GM
Dealer Name

Phone 920-621-6025 Fax 920-822-8315 Email johnson@koehngm.com

STEVEN L. JOHNSON
Name of Proposer

Signature 

ATTACHMENT D
RFQ#16-036-34
2016 MOTORPOOL VEHICLES
STATEMENT OF UNDERSTANDING OF PROPOSAL

The contact name must be the person or persons authorized to represent the vendor regarding all Matters related to the quote. By signing below the proposer acknowledges the following:

Koehne GM
Vendor Name

W 1760 US Hwy 41
Vendor Address

Marinette WI 54143
City State Zip code

STEVE JOHNSON
Contact Person's Name

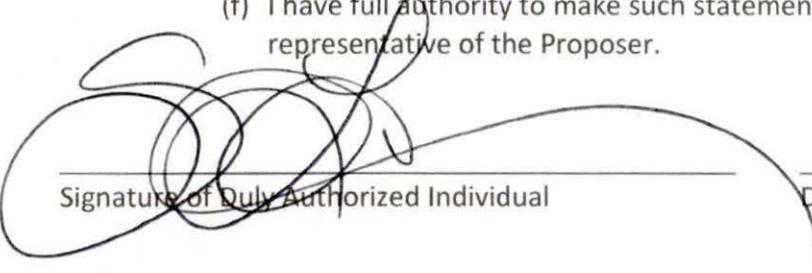
Director of Fleet & Commercial
Contact Person's Position

920-621-6025
Vendor's Phone number

SJOHNSON@Koehne GM. Com
E-Mail Address

We have read the County's Request for Quote (RFQ) **RFQ#16-036-34 – 2016 MOTORPOOL VEHICLES** and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our quote is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading quote or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFQ requirements, and our proposed fees cover all costs for service/equipment we have proposed;
- (e) We acknowledge and accept all the terms and conditions included in the RFQ; and
- (f) I have full authority to make such statements and to submit this quote as the duly recognized representative of the Proposer.


Signature of Duly Authorized Individual

9/14/10
Date

Original

Dodge

REQUEST FOR QUOTES (RFQ)

#16-036-34

2016 MOTORPOOL VEHICLES

**POSTING DATE:
AUGUST 24, 2016**



**RESPONSE DEADLINE:
SEPTEMBER 21, 2016
11:00 A.M. CENTRAL STANDARD TIME**

**TO:
MARTIN KEYPORT, FACILITIES DIRECTOR
MARINETTE COUNTY MAINTENANCE DEPARTMENT
1926 HALL AVENUE
MARINETTE WI 54143**

The Marinette County Maintenance Department is requesting sealed quotes for up to three (3) vehicles consisting of the following types:

- **One (1) new 5-passenger vehicle (Attachment A)**
- **One (1) new 7-passenger minivan-type vehicle (Attachment B)**
- **One (1) new 12 passenger van (Attachment C)**

All vehicles will be delivered to the Marinette County Courthouse at 1926 Hall Avenue, Marinette, Wisconsin.

The response must be submitted on Attachments A, B, and C of the 2016 Motorpool Vehicle Response Form. Multiple quotes may be submitted. All quotes shall be firm for at least 60 calendar days from the quote due date.

Marinette County Fleet numbers are as follows:

Daimler-Chrysler	001VQ
General Motors	000-982-991
Ford Motor Company	QQ253

All questions related to this RFQ must be submitted not later than 11:00 a.m. CST, on September 13, 2016, via e-mail to mkeyport@marinettecounty.com. Clearly mark the e-mail "Questions for RFQ#16-036-34 – 2016 Motorpool Vehicles." Phone call or faxed questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFQ and placed on the Marinette County website <http://www.marinettecounty.com> on September 14, 2016, not later than 4:30 p.m. CST. All addendums must be acknowledged on Attachment E of the vendor quote. It is the responsibility of all interested vendors to access the website for this information. Calls for assistance with the website may be made to (715) 732-7419.

Original quote and one copy must be sealed and mailed or hand delivered by **11:00 a.m. CST on September 21, 2016**. Quotes shall be clearly labeled **RFQ#16-036-34 – 2016 Motorpool Vehicles** and submitted to the address listed below:

Martin Keyport, Facilities Director
Marinette County Maintenance Department
1926 Hall Avenue
Marinette WI 54143

Each quote must include:

Attachment A, B, C – Response Forms
Attachment D - Statement of Understanding of Proposal
Attachment E - Addendum Sheet

The County will issue a purchase order to the selected vendor. A payment equal to 100% of the Net Bid Price shall be made to the vendor upon receipt of an invoice and acceptance of the units. All required parts; maintenance & service manuals must be delivered to the Maintenance Department before final payment.

~~The factors to be used by Marinette County in evaluating the quotes will include, but are not limited to, the following:~~

- Vendor history with Marinette County
- Additional benefits and services such as warranty/maintenance record
- Proposed fee
- Time of delivery FOB Marinette

Original quotes must be submitted by no later than **11:00 a.m. CST on September 21, 2016**. Quotes received after the due date/time will not be accepted. Marinette County reserves the right to reject any or all quotes.

ATTACHMENT B

RFQ#16-036-34

2016 MOTORPOOL VEHICLE
ONE (1) SEVEN-PASSENGER 6-CYLINDER VEHICLES

Vendor Name: Ewald Motors of Oconomowoc, LLC

Minimum Chassis Specifications	Complies		Type/Size/Comments
	YES	NO	
Wheel Base	X		121.2"
Seating Capacity	X		7
Engine Size	X		3.1L VLP
Horse Power	X		283 @ 4000
Automatic transmission (Number of Speeds <u>11 Spd</u>)	X		
4 Wheel ABS	X		
Cruise or Speed Control	X		
Power Windows	X		
Power Locks	X		
Power Mirrors	X		
Heated Mirrors	X		
Air Conditioning	X		
Rear or Tri-zone Heat & AC	X		
Front & Rear Floor mats	X		
All-weather or Carpet <u>All Weather</u>	X		
AM/FM/CD Radio	X		
Delete Onstar/Sync/satellite	X		
Manufacturer's Colors: <u>See attached</u>	X		
Choice by Marinette County			
Cloth Seating Surfaces	X		
Tinted/privacy Glass	X		
Intermittent/delay Wipers	X		
Rear Window Wiper	X		
Rear window Defroster	X		
6 sets of keys with keyless remote entry	X		
Side Air Bags <u>Dual Stage Dr. + Front Pass</u>	X		
Number of Airbags <u>Curtain 1st, 2nd, + 3rd row</u>	X		
Do 2nd row seats fold <u>Dr. knee air bag</u>	X		
Above/ below floor or flat <u>Fold in floor</u>	X		
Do 3rd Row Seats fold <u>Fold in floor</u>	X		
Above/Below floor or flat <u>Fold in floor</u>	X		
Accessory power ports (Number of Ports <u>4</u>) <u>12V DC</u>	X		
Power Port Voltage <u>All 12V DC</u>	X		
Maximum Payload #s: <u>N/A</u>			
EPA Fuel ratings: City <u>17</u> Highway <u>25</u> Combined <u>21</u>			
Title Fees & Tag transfer Municipal: <u>included</u>			

Delivery Date

The seller's earliest delivery date must be specified below.

Approximately 60-90 days from order
Month / Day / Year

Warranty

Below state all other warranty coverage provided.

Basic 3 yr/36,000 mile Powertrain 5 yr/60,000 mile

Corrosion 5yr/Unlimited Roadside Assist
5yr/100,000

Below state all warranty exceptions.

Comments

Below state any special comments relative to the Quote.

Please list any other features, benefits or class leading attributes this vehicle offers over competitor's vehicles.

Pricing:

Year 2017 Make Dodge Model Gr. Caravan
Trim Package SE

Price for One Seven-Passenger 6-Cylinder Vehicle - paid by check: \$23,334.50

Price for One Seven-Passenger 6-Cylinder Vehicle - paid by credit card: N/A

Ewald Motors of Oconomowoc, LLC

Dealer Name

262-673-9400

262-673-0575

cgensch@ewaldauto.com

Phone

Fax

Email

Chrissy Gensch

C. Gensch

Name of Proposer

Signature

ATTACHMENT D

RFQ#16-036-34

2016 MOTORPOOL VEHICLES
STATEMENT OF UNDERSTANDING OF PROPOSAL

The contact name must be the person or persons authorized to represent the vendor regarding all Matters related to the quote. By signing below the proposer acknowledges the following:

Ewald Motors of Oconomowoc, LLC

Vendor Name

36833 E. Wisconsin Ave.

Vendor Address

Oconomowoc WI 53066

City State Zip code

Chrissy Gensch

Municipal Sales Manager

Contact Person's Name

Contact Person's Position

262-673-9400

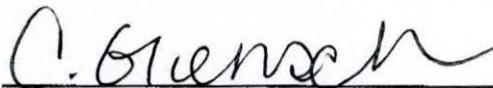
cgensch@ewaldauto.com

Vendor's Phone number

E-Mail Address

We have read the County's Request for Quote (RFQ) **RFQ#16-036-34 – 2016 MOTORPOOL VEHICLES** and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our quote is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading quote or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFQ requirements, and our proposed fees cover all costs for service/equipment we have proposed;
- (e) We acknowledge and accept all the terms and conditions included in the RFQ; and
- (f) I have full authority to make such statements and to submit this quote as the duly recognized representative of the Proposer.



Signature of Duly Authorized Individual

9/19/2016

Date

ATTACHMENT E

RFQ#16-036-34

2016 MOTORPOOL VEHICLES

ADDENDUM SHEET

(If Addendums exist for this project, please sign, date, and submit with Quote.)

Vendor Name: Ewald Motors of Oconomowoc, LLC

The undersigned acknowledges receipt of the following addenda:

Addendum #1	<u>N/A</u>	Initials	_____
Addendum #2	_____	Initials	_____
Addendum #3	_____	Initials	_____
Addendum #4	_____	Initials	_____
Addendum #5	_____	Initials	_____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to quote from the plans and specifications and have checked the same in detail before submitting to Marinette County.

Name C. Gwensch
Signature

Date 9/19/2016

All vendors are responsible to check for addenda posted on the county website at www.marinettecounty.com for this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within three (3) business days of RFQ due date.

All vendors receiving initial notification of project will be notified by Marinette County of all addenda issued within three (3) business days prior to due date. If a RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. A new RFQ response must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible to contact Marinette County at 715-732-7419 to ensure receipt of addenda issued. RFQs that do not acknowledge addendums may be rejected.

All RFQs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.