

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**Tuesday, January 26, 2016**  
**Council Chambers, City Hall - 421 Michigan Street**  
**4:00pm**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Purchase of 2016 ¾ Ton Plow Truck.
4. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Purchase of Property.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

5. Review of unfinished business list.
6. Review bills.
7. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:  
Date: 01/22/16  
Time: 10:00a.m.  
By: TM

Finance/Purchasing & Building Committee Members:  
Stewart Fett, Chair  
Jerry Stults, Vice Chair  
Edward Ireland

**Executive Summary**

**Title:** Purchase of 2016 ¾ ton plow truck

**Background:** During the 2016 budget process \$27,000.00 was allocated for the purchase of a ¾ ton plow truck for the Municipal Services Department after trade-in. An RFP was prepared and sent out as per our purchasing policy with two companies returning bids to be considered. (see attached bidders list) Jim Olson Ford was low bidder at \$33,424.00 and a trade-in of \$6,000.00 for the 2002 GMC and a total bid of \$27,424.00 putting us \$424.00 over budget. To stay within budget we have decided to outfit the vehicle with a straight blade plow instead of the BOSS V plow and purchase from Jim Olson Ford Sturgeon Bay. This will save \$916.00 so the cost of the unit with the straight blade will be \$26,508.00 after trade-in.

**Fiscal Impacts:** \$26,508.00

**Options:** Purchase Ford F-250 ¾ ton pickup with plow attachment from Jim Olson Ford Sturgeon Bay.

**Recommendation:** Staff recommends purchasing 2016 ¾ ton Ford pickup, with plow attachment, from Jim Olson Ford Sturgeon Bay in an amount not to exceed \$26,508.00.

**Prepared By:**

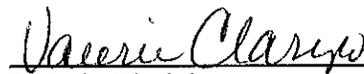


Bob Bordeau  
Municipal Services Director

**Date:**

1/18/2016

**Reviewed By:**



Valerie Clarizio  
Finance Director/City Treasurer

**Date:**

1/20/16

**Reviewed By:**



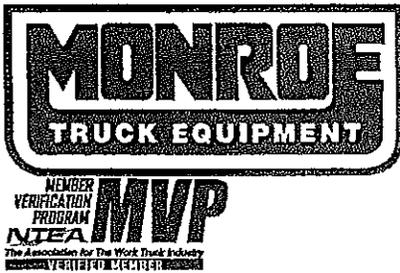
Josh VanLieshout  
City Administrator

**Date:**

1/21/16

**2016  
3/4 Ton Truck**

| Company Name               | Address                                      | Phone Number | Bid Amount  |
|----------------------------|--|--------------|---|
| Jim Olson Chevrolet        | 632 Green Bay Road<br>Sturgeon Bay, WI 54235 |              | 34,999.00<br>Trade In \$5,000.00<br>29,999.00 Total |
| Jim Olson Chrysler / Dodge | 812 Green Bay Road<br>Sturgeon Bay, WI 54235 |              |   |
| Jim Olson Ford             | 120 Green Bay Road<br>Sturgeon Bay, WI 54235 |              | 33,424.00<br>Trade In \$6,000.00<br>\$27,424 Total  |
| Charles<br>Bordeaux        |  |              | Purchase<br>Amount 37,550.00                        |
|                            |  |              |   |
|                            |  |              |   |



**QUOTATION**

Monroe Truck Equipment  
 1151 W Main Avenue  
 DePere, WI 54115  
 Phone: 920-347-4189  
 Fax: 920-336-8118  
 Email: [ddonohue@monroetruck.com](mailto:ddonohue@monroetruck.com)  
[www.monroetruck.com](http://www.monroetruck.com)

Quote Number: 2DD0000155  
 Job Order Number:  
 Quote Date: 12/23/2015  
 Quote valid until: 1/22/2016  
 Terms: NET 30  
 Salesperson: REDFEARN, TROY  
 Quoted By: Derek Donohue

Customer: STURGEON BAY, CITY OF, (6978860)  
 421 MICHIGAN STREET  
 STURGEON BAY, WI 54235-2217

Contact:  
 Phone: 920-746-2912 Fax: 920-746-2906  
 Email:

Dealer Code: \_\_\_\_\_  
 P.O. Number: \_\_\_\_\_

REASSIGN (Required for pool units):  Fleet  Retail

MSO/MCO (ONLY check if legally required):  MSO  MCO

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

*Customer must fill out the information above before the order can be processed.*

**Chassis Information**

|              |              |            |                |           |
|--------------|--------------|------------|----------------|-----------|
| Year:        | Make:        | Model:     | Chassis Color: | Cab Type: |
| Single/Dual: | Cab-to-Axle: | Wheelbase: | F.O. Number #: | Vin:      |

**Comments:**

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

| DESCRIPTION   | AMOUNT     |
|---|------------|
| BOSS 8'2" V-XT PLOW<br>- SMARTHITCH 2<br>- SMARTTOUCH 2 CONTROLLER<br>- SMARTLIGHT 2<br>- SMARTSHIELD<br>- SMARTLOCK CYLINDERS<br>- 1/2" X 6" HIGH-PERFORMANCE CUTTING EDGE<br>- HIGH-PERFORMANCE HYDRAULIC PACKAGE<br>- ENCLOSED HYDRAULICS<br>- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM<br>- FULL MOLDBOARD TRIP DESIGN<br>- REINFORCED MOLDBOARD WITH FLARED WINGS<br>- HEAVY-DUTY PUSH FRAME<br>* RUBBER SNOW DEFLECTOR; INSTALLED<br>* (3) BOSS PLOW SHOES<br>- INSTALLED<br>- TWO-YEAR LIMITED WARRANTY | \$7,018.00 |
| ADDITIONAL ITEMS INCLUDED:<br>- BACK-UP ALARM; INSTALLED<br>- LED STROBE LIGHT; INSTALLED<br>- 6-WAY TRAILER RECEPTACLE CONVERTER<br>- 2 5/16" PINTLE BALL COMBO W/ DRAW BAR  |            |
| 8' BOSS SUPER DUTY STEEL STRAIGHT BLADE SNOWPLOW<br>- SMARTHITCH 2<br>- SMARTTOUCH 2 CONTROLLER<br>- SMARTLIGHT 2<br>- SMARTSHIELD<br>- HIGH-PERFORMANCE HYDRAULIC PACKAGE<br>- ENCLOSED HYDRAULICS<br>- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM<br>- HEAVY-DUTY PUSH FRAME<br>- REINFORCED STEEL MOLDBOARD<br>- CAST-IRON PLOW SHOES<br>- INSTALLED<br>* RUBBER SNOW DEFLECTOR, INSTALLED<br>- TWO-YEAR LIMITED WARRANTY   | \$6,102.00 |



QUOTATION  
 Monroe Truck Equipment  
 1151 W Main Avenue  
 DePere, WI 54115  
 Phone: 920-347-4189  
 Fax: 920-336-8118  
 Email: [ddonohue@monroetruck.com](mailto:ddonohue@monroetruck.com)  
[www.monroetruck.com](http://www.monroetruck.com)

Quote Number: 2DD0000155  
 Job Order Number:  
 Quote Date: 12/23/2015  
 Quote valid until: 1/22/2016  
 Terms: NET 30  
 Salesperson: REDFEARN, TROY  
 Quoted By: Derek Donohue

Customer: STURGEON BAY, CITY OF, (6978860)  
 421 MICHIGAN STREET  
 STURGEON BAY, WI 54235-2217

Contact:  
 Phone: 920-746-2912 Fax: 920-746-2906  
 Email:

Dealer Code: \_\_\_\_\_  
 P.O. Number: \_\_\_\_\_

REASSIGN (Required for pool units):  Fleet  Retail

MSO/MCO (ONLY check if legally required):  MSO  MCO

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Customer must fill out the information above before the order can be processed.

Chassis Information

| Year:        | Make:        | Model:     | Chassis Color: | Cab Type: |
|--------------|--------------|------------|----------------|-----------|
| Single/Dual: | Cab-to-Axle: | Wheelbase: | F.O. Number #: | Vin:      |

Comments:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

| DESCRIPTION                                   | AMOUNT     |
|---|------------|
| BOSS 8'2" V-XT PLOW                           |            |
| - SMARTHITCH 2                                |            |
| - SMARTTOUCH 2 CONTROLLER                     |            |
| - SMARTLIGHT 2                                |            |
| - SMARTSHIELD                                 |            |
| - SMARTLOCK CYLINDERS                         |            |
| - 1/2" X 6" HIGH-PERFORMANCE CUTTING EDGE     |            |
| - HIGH-PERFORMANCE HYDRAULIC PACKAGE          |            |
| - ENCLOSED HYDRAULICS                         |            |
| - CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM |            |
| - FULL MOLDBOARD TRIP DESIGN                  |            |
| - REINFORCED MOLDBOARD WITH FLARED WINGS      |            |
| - HEAVY-DUTY PUSH FRAME                       |            |
| * RUBBER SNOW DEFLECTOR; INSTALLED            |            |
| * (3) BOSS PLOW SHOES                         |            |
| - INSTALLED                                   |            |
| - TWO-YEAR LIMITED WARRANTY                   |            |
| ADDITIONAL ITEMS INCLUDED:                    |            |
| - BACK-UP ALARM; INSTALLED                    |            |
| - LED STROBE LIGHT; INSTALLED                 |            |
| - 6-WAY TRAILER RECEPTACLE CONVERTER          |            |
| - 2 5/16" PINTLE BALL COMBO W/ DRAW BAR       |            |
| Quote Total:                                  | \$7,018.00 |

Additional Options:

| DESCRIPTION | AMOUNT | ADD TO QUOTE |
|-------------|--------|--------------|
|-------------|--------|--------------|

Notes:

- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- ◆ State and Federal taxes will be added where applicable.

==>

2016 F-SERIES SD

Order No: 9999 Priority: C1 Ord FIN: QG664 Order Type: 5B Price Level: 640  
Ord PEP: 600A Cust/Flt Name: SB PARK & REC PO Number:

|      |                  | RETAIL  |                               |                 | RETAIL |
|------|------------------|---------|-------------------------------|-----------------|--------|
| F2B  | F250 4X4 SD R/C  | \$35180 | 17F                           | XL DECOR PKG    | \$220  |
|      | 137" WHEELBASE   |         | 18B                           | MOLDED BLK STEP | 320    |
| N1   | BLUE JEANS MET   |         |                               | 10000# GVWR PKG |        |
| A    | VNYL 40/20/40    |         | 213                           | ELECTRONIC SOF  | 185    |
| S    | STEEL            |         | 41H                           | ENG BLK HEATER  | NC     |
| 600A | PREF EQUIP PKG   |         | 473                           | SNOW PLOW PKG   | 85     |
|      | .XL TRIM         |         | 512                           | SPARE TIRE/WHL2 | NC     |
|      | .TRAILER TOW PKG |         | 52B                           | BRAKE CONTROLLR | 270    |
| 572  | .AIR CONDITIONER | NC      | TOTAL BASE AND OPTIONS 38310  |                 |        |
|      | .AM/FM STER/CLK  |         | TOTAL 38310                   |                 |        |
| 996  | .6.2L EFI V8 ENG | NC      | *THIS IS NOT AN INVOICE*      |                 |        |
| 44P  | 6-SPD AUTOMATIC  | NC      | * MORE ORDER INFO NEXT PAGE * |                 |        |
| TBM  | LT245 BSW AT 17  | 165     |                               |                 |        |
| X3E  | 3.73 ELOCKING    | 390     |                               |                 |        |

==>

2016 F-SERIES SD

Order No: 9999 Priority: C1 Ord FIN: QG664 Order Type: 5B Price Level: 640  
Ord PEP: 600A Cust/Flt Name: SB PARK & REC PO Number:

|     |                 | RETAIL |  |  | RETAIL |
|-----|-----------------|--------|--|--|--------|
| 592 | ROOF CLEAR LGTS | \$55   |  |  |        |
|     | JACK            |        |  |  |        |
| 66S | UPFITTER SWITCH | 125    |  |  |        |
| 67D | XTR HVY DTY ALT | 75     |  |  |        |
| 942 | DAY RUNNING LTS | 45     |  |  |        |
|     | SP DLR ACCT ADJ |        |  |  |        |
|     | SP FLT ACCT CR  |        |  |  |        |
|     | FUEL CHARGE     |        |  |  |        |
| B4A | NET INV FLT OPT | NC     |  |  |        |
|     | PRICED DORA     | NC     |  |  |        |
|     | DEST AND DELIV  | 1195   |  |  |        |

TOTAL BASE AND OPTIONS 38310

TOTAL 38310

\*THIS IS NOT AN INVOICE\*

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 -- PRESS F4 TO SUBMIT

FORM OF PROPOSAL/BID FORM

The undersigned proposes to furnish the following equipment meeting or exceeding the requirements of the attached minimum specifications.

The Purchase of One (1) 2016 ¾ Ton Truck with  
Plow and Tow Package @

\$ 33,424.<sup>00</sup>

Surplus Truck:  
One (1) 2002 GMC ¾ Ton Truck with Plow Package @

\$ 6,000.<sup>00</sup>

Total for new truck minus trade in

\$ 27,424.<sup>00</sup>

Submitted By: Jim Olson Ford, Lincoln  
Print Company Name

By: Match Hendel  
Signature

Title: Sales Consultant

Address: 120 Green Bay Rd.

Sturgeon Bay, Wi. 54235

Phone: (920) 746-1050

Date: 1/2/16

Bidders must return the specification checklist along with the bid form. Bids must be valid for a period of 60 days.

The city reserves the right to reject any and all bids for new or used equipment or accept the bid which best serves the needs of the city

Heavy duty receiver type pintal hook/ball combination  
(24" ground to center of ball)

✓  
✓

(factory receiver fitted)  
drawbar and pintle comb

Trailer brake control

✓

**MISCELLANEOUS:**

At time of delivery, vehicle and all components must meet or  
Exceed any and all DOT and EPA regulations applicable

✓

The vehicle must meet or exceed any noise, safety, lighting  
and health standards set by Federal, State or Local regulations  
and standards

✓

Vehicle shall be delivered with current Wisconsin Truck Inspection  
Certificate

✓

Parts, work shop and operator manuals shall be supplied for the  
vehicle and component parts fitted to same

✓

service DVD manual  
+ Owners Manual

Current, up to date specifications and literature on vehicle  
and components to be submitted with the bid.

✓

A manufacturer's trim package can be substituted for the items  
listed above

✓

**BACK UP ALARM:**

One (1) back up alarm provided and installed

✓

**MUD FLAPS:**

One (1) pair of rubber mud flaps shall be provided and installed  
behind the rear wheels

✓

**STROBE LIGHT:**

One (1) double-flash strobe light shall be provided and mounted  
(to be visible over the top of the dump body). The light shall be  
manually activated by a heavy-duty illuminated rocker switch  
mounted on the chassis dash

✓

**PAINT:**

Standard color to be selected by the City

✓

**DELIVERY:**

Entire unit must be ready for delivery within ninety (90) days  
of notice of award

✓

**WARRANTY:**

Minimum three (3) years / 36,000 mile warranty

✓

**City of Sturgeon Bay  
835 North 14<sup>th</sup> Avenue  
Sturgeon Bay WI. 54235**

**Request for Quotation:**

**2016 3/4 Ton Truck Equipment Specifications**

The bidder must complete the following checklist stating whether or not each of the listed specification are met for the vehicle bid. If a specification is not met, indicate the variation in the space provided.

| <u>Description</u>   | <u>Meets Specifications</u> |           |                   |
|--|-----------------------------|-----------|-------------------|
|  | <u>Yes</u>                  | <u>No</u> | <u>Deviations</u> |
| <b>VEHICLE:</b>  |                             |           |                   |
| 2016 Regular Cab. 3/4 ton 4 x 4 Truck  | /                           | —         | _____             |
| 8' Box   | /                           | —         | _____             |
| <b>ENGINE:</b>   |                             |           |                   |
| 6.2 Liter gas engine   | /                           | —         | _____             |
| Engine block heater  | /                           | —         | _____             |
| <b>TRANSMISSION:</b>   |                             |           |                   |
| 6 speed automatic transmission   | /                           | —         | _____             |
| Electronic shift on the fly 4 x 4  | /                           | —         | _____             |
| Electronic axle locks  | /                           | —         | _____             |
| <b>FUEL TANK:</b>  |                             |           |                   |
| Minimum capacity of twenty four (24) gallons                                 | /                           | —         | _____             |
| <b>ELECTRICAL SYSTEM:</b>  |                             |           |                   |
| Twelve (12) volt, 770 CCA battery  | —                           | /         | 650 CCA Battery   |
| Extra heavy duty alternator  | /                           | —         | _____             |
| <b>BRAKES:</b>   |                             |           |                   |
| 4-wheel anti-lock  | /                           | —         | _____             |
| <b>GAUGES:</b>   |                             |           |                   |
| Fuel, water temperature, oil pressure, speedometer/odometer<br>And-voltmeter | /                           | —         | _____             |

**CAB INTERIOR:**

Three passenger bench seat

Rubber floor covering

Adjustable tilt steering wheel

AM/FM clock radio

12 volt auxiliary power outlet

Driver and passenger side sun visors

40/20/40 seat

**CAB EXTERIOR:**

Daytime running lights

Solid color paint

Standard bumper

Wheel flares

Amber roof marker lights

Tinted windows

Intermittent windshield wipers

Roof clearance lights

**STEERING:**

Power steering

**TIRES:**

LT245 BSW AT 17 tires

**RUST PROOFING:**

Entire vehicle rustproofed with full warranty

**SNOW PLOW PACKAGE:**

8' 2" VXT V-Plow with shoes and snow deflector

**TOWING:**

Towing package -- 9,000 towing capacity

6 pin round electrical hook up

adapter fits factory  
7 prong RV

# Jim Olson

FORD • LINCOLN

120 Green Bay Road • Sturgeon Bay, Wisconsin 54235-3099  
Telephone 920-746-1050

Sturgeon Bay Parks & Recreation Dept.  
835 N. 14<sup>th</sup> Ave.  
Sturgeon Bay, WI. 54235

01/07/16

To whom it may concern,

I would like to thank you for the opportunity to place a bid on your new 2016 Ford F-250 truck. All items are subject to the manufacturer's availability. My quote is as follows:

|                                   |            |
|-----------------------------------|------------|
| 2016 F-250 R/C 4X4                | \$35180.00 |
| 6.2L V8 gas engine                | N/C        |
| 6-spd Auto trans.                 | N/C        |
| LT245 BSW AT 17" tires            | 165.00     |
| 3.73 Electronic locking rear axle | 390.00     |
| XL décor pkg.                     | 220.00     |
| Molded black cab steps            | 320.00     |
| Electronic shift on the fly 4X4   | 185.00     |
| Eng. block htr.                   | N/C        |
| Snow plow pkg.                    | 85.00      |
| Roof clearance lights             | 55.00      |
| Upfitter switches                 | 125.00     |

Jim  
**Olson**  
FORD • LINCOLN

120 Green Bay Road • Sturgeon Bay, Wisconsin 54235-3099  
Telephone 920-746-1050

|                             |                               |                                      |
|-----------------------------|-------------------------------|--------------------------------------|
| Built-in-brake controller   | 270.00                        |                                      |
| DVD Service manual          | 200.00                        |                                      |
| Extra heavy duty alternator | 75.00                         |                                      |
| Day time running lights     | 45.00                         |                                      |
| Rubber rear mud flaps       | 63.00                         |                                      |
| Destination & delivery      | 1195.00                       |                                      |
|                             | -----                         |                                      |
|                             | \$38573.00                    |                                      |
|                             | -12167.00 Disc. & concessions |                                      |
|                             | -----                         |                                      |
|                             | \$26406.00                    |                                      |
|                             | 6000.00 Trade                 |                                      |
|                             | -----                         |                                      |
|                             | 20406.00                      |                                      |
|                             | +7018.00                      | 8'2" Boss V-XT Plow, beacon, pintle  |
|                             | -----                         | Ball combo & draw bar, Back-up alarm |
|                             | \$ 27464.00                   | & 6 way trailer connector            |

Warmest regards,

*Mitch Honold*

Mitch Honold

Gentlemen:

Enclosed are bid documents which may be of interest to your company.

Please note the scheduled date and time for the public bid opening.

This bid document must be returned intact (the same order as received). Failure to do so may invalidate your proposal.

All bids shall be submitted in an opaque, sealed envelope addressed to:

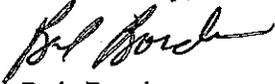
City of Sturgeon Bay  
Attn: City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235

Prior to the time and date set forth for the bid opening as indicated in the Notice to Bidders. Each bid, so addressed, shall bear on the face of the envelope, the name of the bidder, and a statement that it is a "SEALED BID", to be opened for the contract consideration, at the date and hour set forth in the Invitation to Bid.

Any questions concerning the bid document or the specification may be directed to the Municipal Services Superintendent at: (920) 746-2912.

Oral or written comments received from any other person, other than the appropriate persons, will not be considered, and may invalidate your proposal.

Respectfully,



Bob Bordeau  
Municipal Services Director

## CITY OF STURGEON BAY

### INSTRUCTIONS TO BIDDERS

*NOTE: By submitting a bid, the bidder warrants that he has familiarized himself with all requirements of the Contract Documents.*

#### *Definitions:*

*The following definitions shall apply wherever they appear in the contract documents.*

*City – City of Sturgeon Bay*

*Owner – City of Sturgeon Bay*

*Bid – The offer of the bidder*

*Bidder – Any individual, corporation or partnership who submits a bid.*

*Contract Documents – Invitation to Bid, Instructions, General Conditions, Specifications, Drawings, Addendums, Proposal (in so far as it is not inconsistent with other contract documents).*

- 1. Bids – General: Instruction bids shall be made in accordance with the instructions. Failure to execute proposals as required may, in the discretion of the City, be cause for rejection of the bid.*
- 2. Forms: Bids shall be submitted on the forms provided by the City. Each bid must be submitted bound with the other contract documents.*
- 3. Blanks / Corrections: All blank spaces on any contract documents shall be filled in with typewritten figures or ink. Any erasures or corrections shall be dated and initialed by the bidder.*
- 4. Submission: Bids shall be submitted in an opaque sealed envelope to City of Sturgeon Bay, Attn: City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, prior to the time and date set forth for bid opening in the Notice to Bidders. Each bid shall be addressed to the City Clerk and shall bear on the face of the envelope the name of the bidder, and a statement that it is a sealed bid to be opened for the contract at the date and hour as set forth in the invitation to bid.*
- 5. Execution: Proposals shall be signed by the bidder. If the bidder is a corporation, the proposal shall bear the name of the corporation, signed by an officer authorized to bind the corporation, and sealed with the corporate seal.*

6. Withdrawal: Bids may be withdrawn previous to the time of bid opening by written request; however, no bid shall be withdrawn within the thirty (30) day period after the time set for bid opening. Bidders withdrawing their bids prior to the time and date set for bid opening may still submit another bid if done in accord with these instructions.

7. Words and Figures: Where amounts are given in both words and figures, the words will govern.

8. Unit Prices: When unit prices are called for, bids shall include all unit cost items and alternatives shown on the proposal. When an error is made in extending total prices, the unit price shall govern.

9. Net Price: Bid prices shall be net, including therein transportation and handling charge F.O.B. City of Sturgeon Bay, and shall further include all charges whatsoever sort for labor and materials contained in the work or materials designated in the specifications and proposal.

10. Alternate Equipment or Materials:

a. Bids shall be evaluated and considered on equipment and/or material complying substantially with the contract specifications. If any bidder deviates from the contract specifications or provides a substitute for any required equipment and/or material listed in the contract specifications, that bidder shall list such deviations and/or substitutions, including technical data when applicable, in a letter attached to the bid or on a form that may be provided by the City with the bid documents.

b. Brand names which may be mentioned in the contract specifications are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in brand name stated in the contract specifications shall be listed as required.

c. The City reserves the right to determine whether any deviations and substitutions listed by the bidder are within the intent of the specifications and will reasonably meet the service requirements of the using department.

d. A bidder's failure to list any deviations from or substitutions in the specifications as required under paragraph (a) of this section may result in the rejection of the bid.

11. Descriptive Literature: Equipment or Materials: Each bidder bidding on contracts to furnish equipment or materials shall furnish with his proposal two (2) copies of descriptive literature on the supplies or equipment being bid and manufactures specifications in complete detail. Said brochure and manufacturer's specifications shall be in sufficient detail to permit proper evaluation of the bid.

12. City's Right to Accept or Reject: The City of Sturgeon Bay reserves the right to accept any bid, any part of a bid, or any combination of two (2) or more bids which may be deemed to be in the best interest of the City. The City further reserves the right to reject any or all bids.

13. Awarding of Contract: The lowest responsible bidder based on criteria as set forth in these documents and in accordance with applicable City ordinances and State statutes will be awarded the Contract.

14. Bid Performance Security: All bidders will be required to issue a certified check in the amount of 2 ½% (two and one half percent) of the bid, payable to the City of Sturgeon Bay, as a guarantee that the bid contract will be executed. The certified check will be returned to all unsuccessful bidders after awarding the contract to the lowest responsible bidder. The certified check of the lowest responsible bidder will be returned upon delivery of the equipment. Failure to submit the performance security may result in rejection of bid.

15. Lowest Responsible Bidder: The lowest responsible bidder for the purchase of equipment shall be the lowest priced bid that best meets the needs of the City as described in the specifications. Some deviation from the specifications is expected and will be evaluated as part of the owner's review and determination of the "lowest responsible bid".

**INVITATION TO BID**

**OFFICIAL NOTICE**

*Sealed bids will be received by the City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, until 3:00 P.M. local time on Friday, January 8, 2016. All bids will be publicly opened at 3:00 P.M. on Friday, January 8, 2016 at City Hall, 421 Michigan Street, Sturgeon Bay and read aloud for:*

*The purchase of One (1) 2016 ¾ Ton Truck with Plow and Tow Package*

*Trade In of One (1) 2002 GMC ¾ Ton Truck with Plow Package*

*Detailed specifications may be examined at the Municipal Services Office, 835 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI 54235. There is no fee for the documents.*

*All bidders of materials and equipment will be required to post Performance Security in the amount of 2 ½% (two and one half percent) of the proposal. Security shall be in the form of a certified check payable to the City of Sturgeon Bay.*

*The City of Sturgeon Bay reserves the right to reject any or all bids, parts of any or all bids, or to waive technical errors or omissions in bids.*

*Bob Bordeau  
Municipal Services Director*

*DATE: December 10, 2016*

**City of Sturgeon Bay  
835 North 14<sup>th</sup> Avenue  
Sturgeon Bay WI. 54235**

**Request for Quotation:**

**2016 3/4 Ton Truck Equipment Specifications**

*The bidder must complete the following checklist stating whether or not each of the listed specification are met for the vehicle bid. If a specification is not met, indicate the variation in the space provided.*

| <u>Description</u>   | <u>Meets Specifications</u> |           | <u>Deviations</u> |
|--|-----------------------------|-----------|-------------------|
|  | <u>Yes</u>                  | <u>No</u> |                   |
| <b>VEHICLE:</b>  |                             |           |                   |
| <i>2016 Regular Cab 3/4 ton 4 x 4 Truck</i>  | _____                       | _____     | _____             |
| <i>8' box</i>  | _____                       | _____     | _____             |
| <b>ENGINE:</b>   |                             |           |                   |
| <i>6.2 Liter gas engine</i>  | _____                       | _____     | _____             |
| <i>Engine block heater</i>   | _____                       | _____     | _____             |
| <b>TRANSMISSION:</b>   |                             |           |                   |
| <i>6 speed automatic transmission</i>  | _____                       | _____     | _____             |
| <i>Electronic shift on the fly 4 x 4</i>   | _____                       | _____     | _____             |
| <i>Electronic axle locks</i>   | _____                       | _____     | _____             |
| <b>FUEL TANK:</b>  |                             |           |                   |
| <i>Minimum capacity of twenty four (24) gallons</i>                                  | _____                       | _____     | _____             |
| <b>ELECTRICAL SYSTEM:</b>  |                             |           |                   |
| <i>Twelve (12) volt, 770 CCA battery</i>   | _____                       | _____     | _____             |
| <i>Extra heavy duty alternator</i>   | _____                       | _____     | _____             |
| <b>BRAKES:</b>   |                             |           |                   |
| <i>4-wheel anti-lock</i>   | _____                       | _____     | _____             |
| <b>GAUGES:</b>   |                             |           |                   |
| <i>Fuel, water temperature, oil pressure, speedometer/odometer<br/>And voltmeter</i> | _____                       | _____     | _____             |

**CAB INTERIOR:**

*Three passenger bench seat* \_\_\_\_\_

*Rubber floor covering* \_\_\_\_\_

*Adjustable tilt steering wheel* \_\_\_\_\_

*AM/FM clock radio* \_\_\_\_\_

*12 volt auxiliary power outlet* \_\_\_\_\_

*Driver and passenger side sun visors* \_\_\_\_\_

*40/20/40 seat* \_\_\_\_\_

**CAB EXTERIOR:**

*Daytime running lights* \_\_\_\_\_

*Solid color paint* \_\_\_\_\_

*Standard bumper* \_\_\_\_\_

*Wheel flares* \_\_\_\_\_

*Amber roof marker lights* \_\_\_\_\_

*Tinted windows* \_\_\_\_\_

*Intermittent windshield wipers* \_\_\_\_\_

*Roof clearance lights* \_\_\_\_\_

**STEERING:**

*Power steering* \_\_\_\_\_

**TIRES:**

*LT245 BSW AT 17 tires* \_\_\_\_\_

**RUST PROOFING:**

*Entire vehicle rustproofed with full warranty* \_\_\_\_\_

**SNOW PLOW PACKAGE:**

*8' 2" VXT V-Plow with shoes and snow deflector* \_\_\_\_\_

**TOWING:**

*Towing package – 9,000 towing capacity* \_\_\_\_\_

*6 pin round electrical hook up* \_\_\_\_\_

Heavy duty receiver type pintal hook/ball combination  
(24" ground to center of ball)

\_\_\_\_

Trailer brake control

\_\_\_\_

**MISCELLANEOUS:**

At time of delivery, vehicle and all components must meet or  
Exceed any and all DOT and EPA regulations applicable

\_\_\_\_

The vehicle must meet or exceed any noise, safety, lighting  
and health standards set by Federal, State or Local regulations  
and standards

\_\_\_\_

Vehicle shall be delivered with current Wisconsin Truck Inspection  
Certificate

\_\_\_\_

Parts, work shop and operator manuals shall be supplied for the  
vehicle and component parts fitted to same

\_\_\_\_

Current, up to date specifications and literature on vehicle  
and components to be submitted with the bid

\_\_\_\_

A manufacturer's trim package can be substituted for the items  
listed above

\_\_\_\_

**BACK UP ALARM:**

One (1) back up alarm provided and installed

\_\_\_\_

**MUD FLAPS:**

One (1) pair of rubber mud flaps shall be provided and installed  
behind the rear wheels

\_\_\_\_

**STROBE LIGHT:**

One (1) double-flash strobe light shall be provided and mounted  
(to be visible over the top of the dump body). The light shall be  
manually activated by a heavy-duty illuminated rocker switch  
mounted on the chassis dash

\_\_\_\_

**PAINT:**

Standard color to be selected by the City

\_\_\_\_

**DELLIVERY:**

Entire unit must be ready for delivery within ninety (90) days  
of notice of award

\_\_\_\_

**WARRANTY:**

Minimum three (3) years / 36,000 mile warranty

\_\_\_\_

**FORM OF PROPOSAL/BID FORM**

*The undersigned proposes to furnish the following equipment meeting or exceeding the requirements of the attached minimum specifications.*

*The Purchase of One (1) 2016 ¾ Ton Truck with  
Plow and Tow Package @* \$ \_\_\_\_\_

*Surplus Truck:  
One (1) 2002 GMC ¾ Ton Truck with Plow Package @* \$ \_\_\_\_\_

**Total for new truck minus trade in** \$ \_\_\_\_\_

*Submitted By:* \_\_\_\_\_  
*Print Company Name*

*By:* \_\_\_\_\_  
*Signature*

*Title:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Phone:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Bidders must return the specification checklist along with the bid form. Bids must be valid for a period of 60 days.*

*The city reserves the right to reject any and all bids for new or used equipment or accept the bid which best serves the needs of the city*

**FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS**

**January 26, 2016**

1. Review of City Fees

INVOICES DUE ON/BEFORE 02/02/2016

| VENDOR #                    | NAME                           | ITEM DESCRIPTION                  | ACCOUNT #        | AMOUNT DUE |
|-----------------------------|--------------------------------|-----------------------------------|------------------|------------|
| GENERAL FUND                |                                |                                   |                  |            |
| CITY ASSESSOR               |                                |                                   |                  |            |
| ASSO APP                    | ASSOCIATED APPRAISAL           | 02/02/16 CONTRACT                 | 01-130-000-55010 | 1,245.84   |
|                             |                                | TOTAL                             |                  | 1,245.84   |
|                             |                                | TOTAL CITY ASSESSOR               |                  | 1,245.84   |
| PUBLIC WORKS ADMINISTRATION |                                |                                   |                  |            |
| BUBRICKS                    | BUBRICK'S COMPLETE OFFICE, INC | OFFICE SUPPLIES                   | 01-150-000-51950 | 52.27      |
|                             |                                | TOTAL                             |                  | 52.27      |
|                             |                                | TOTAL PUBLIC WORKS ADMINISTRATION |                  | 52.27      |
| CITY HALL                   |                                |                                   |                  |            |
| VIKING                      | VIKING ELECTRIC SUPPLY, INC    | BULBS-CITY HALL                   | 01-160-000-55300 | 138.00     |
|                             |                                | TOTAL                             |                  | 138.00     |
|                             |                                | TOTAL CITY HALL                   |                  | 138.00     |
| POLICE DEPARTMENT           |                                |                                   |                  |            |
| 02790                       | DAN BRINKMAN                   | CLOTHING REIMB/BRNKMAN            | 01-200-000-52900 | 82.18      |
| 02790                       |                                | MEALS & TOLL EXPENSE/BRNKMAN      | 01-200-000-55600 | 44.49      |
| 06592                       | FOX VALLEY TECHNICAL COLLEGE   | PUBLIC RCDS LAW TRNING/JEANQRT    | 01-200-000-55600 | 75.00      |
| 06592                       |                                | PUBLIC RECD LAW REGIST/S OLSON    | 01-200-000-55600 | 75.00      |
| BUBRICKS                    | BUBRICK'S COMPLETE OFFICE, INC | OFFICE SUPPLEES/CUBICLE           | 01-200-000-51950 | 48.03      |
| US BANK                     | US BANK EQUIPMENT FINANCE      | RICOH COPIER # 36 OF 36           | 01-200-000-55650 | 181.00     |
|                             |                                | TOTAL                             |                  | 505.70     |
|                             |                                | TOTAL POLICE DEPARTMENT           |                  | 505.70     |
| POLICE DEPARTMENT/PATROL    |                                |                                   |                  |            |
| 01766                       | AURORA MEDICAL GROUP           | EMPLOYEE SCREEN-HOLL              | 01-215-000-57100 | 68.00      |
| 03075                       | CARQUEST OF DOOR COUNTY        | WIPER BLADES                      | 01-215-000-58600 | 23.02      |
| 19880                       | STURGEON BAY UTILITIES         | SUNSET PRK BOAT LAUNCH            | 01-215-000-56150 | 11.52      |
| 19880                       |                                | 724 SHORECREST RD CAMERA          | 01-215-000-56150 | 11.86      |
| BUBRICKS                    | BUBRICK'S COMPLETE OFFICE, INC | COAT RACK                         | 01-215-000-54999 | 120.65     |
| GLOBALRE                    | GLOBAL RECOGNITION, INC        | RETIREMENT GIFT/OSBORNE           | 01-215-000-54999 | 130.86     |
| TASER                       | TASER INTERNATIONAL            | TASER COURSE-DORNER               | 01-215-000-55600 | 390.00     |
| TASSOUL                     | MARKUS TASSOUL                 | MEALS FTO CERT TRNING/TASSOUL     | 01-215-000-55600 | 34.20      |
|                             |                                | TOTAL                             |                  | 790.11     |
|                             |                                | TOTAL POLICE DEPARTMENT/PATROL    |                  | 790.11     |
| FIRE DEPARTMENT             |                                |                                   |                  |            |

INVOICES DUE ON/BEFORE 02/02/2016

| VENDOR #               | NAME                    | ITEM DESCRIPTION            | ACCOUNT #        | AMOUNT DUE |
|------------------------|-------------------------|-----------------------------|------------------|------------|
| GENERAL FUND           |                         |                             |                  |            |
| 01765                  | ATLAS OUTFITTERS        | SUIT REPAIR KIT             | 01-250-000-54999 | 40.00      |
| 02330                  | JIM OLSON MOTORS        | OIL PLUGS/#8                | 01-250-000-53000 | 47.90      |
| 03075                  | CARQUEST OF DOOR COUNTY | RED LIGHT #3                | 01-250-000-56000 | 9.79       |
| 19880                  | STURGEON BAY UTILITIES  | 835 N 14TH AVE SALT SHED    | 01-250-000-56675 | 5.20       |
| 19880                  |                         | 835 N 14TH AVE-CITY GARAGE  | 01-250-000-56675 | 42.00      |
| 19880                  |                         | SUNSET CNTR CONC            | 01-250-000-56675 | 42.00      |
| 19880                  |                         | FRANK GRASSE MEM SHELTER    | 01-250-000-56675 | 13.00      |
| 19880                  |                         | OTUMBA PARK                 | 01-250-000-56675 | 5.20       |
| 19880                  |                         | WEST SIDE WARMING HOUSE     | 01-250-000-56675 | 5.20       |
| 19880                  |                         | WEST SIDE FIRE STATION      | 01-250-000-56675 | 42.00      |
| 19880                  |                         | WEST SIDE FIRE STATION      | 01-250-000-56150 | 173.71     |
| 19880                  |                         | WEST SIDE FIRE STATION      | 01-250-000-58650 | 95.37      |
| 19880                  |                         | 38 S NEENAH AVE PAVILLION   | 01-250-000-56675 | 5.20       |
| 19880                  |                         | 38 S NEENAH AVE RSTRM       | 01-250-000-56675 | 26.00      |
| 19880                  |                         | JAYCEE BALLFLD STAND        | 01-250-000-56675 | 13.00      |
| 19880                  |                         | WEST SIDE BALL FLD LITES    | 01-250-000-56675 | 5.20       |
| 19880                  |                         | MICH ST JC BALLFLD SPRINK   | 01-250-000-56675 | 42.00      |
| 19880                  |                         | 916 N 14TH WARNING SIREN    | 01-250-000-56150 | 8.24       |
| 19880                  |                         | COVE RD/CANAL RD SIREN      | 01-250-000-56150 | 16.16      |
| 19880                  |                         | 835 N 14TH AVE SIGN SHED    | 01-250-000-56675 | 5.20       |
| 19880                  |                         | CHERRY BLOSSOM PRK          | 01-250-000-56675 | 13.00      |
| 19880                  |                         | CLAY BANKS SIREN            | 01-250-000-56150 | 15.59      |
| 23830                  | WOLTER ENGRAVING        | NAME PLATES                 | 01-250-000-54999 | 96.05      |
| O'REILLY               | O'REILLY AUTO PARTS     | WIPER BLADES & LOAD BAR/#11 | 01-250-000-53000 | 57.97      |
| TOTAL                  |                         |                             |                  | 824.98     |
| TOTAL FIRE DEPARTMENT  |                         |                             |                  | 824.98     |
| SNOW REMOVAL           |                         |                             |                  |            |
| 06012                  | FASTENAL COMPANY        | HARDWARE/ TRUCK SALTER #10  | 01-410-000-51400 | 22.17      |
| TOTAL                  |                         |                             |                  | 22.17      |
| TOTAL SNOW REMOVAL     |                         |                             |                  | 22.17      |
| STREET MACHINERY       |                         |                             |                  |            |
| 06005                  | JFTCO, INC              | AIR FILTERS/GRADER          | 01-450-000-53000 | 292.43     |
| 18945                  | S & R TRUCK CENTER      | INJECTOR REPLACMNT/ TRCK 33 | 01-450-000-53000 | 1,890.58   |
| O'REILLY               | O'REILLY AUTO PARTS     | STREET MACHINERY SUPPLIES   | 01-450-000-53000 | 99.20      |
| O'REILLY               |                         | TOOLS                       | 01-450-000-53000 | 46.98      |
| TOTAL                  |                         |                             |                  | 2,329.19   |
| TOTAL STREET MACHINERY |                         |                             |                  | 2,329.19   |
| CITY GARAGE            |                         |                             |                  |            |
| 19880                  | STURGEON BAY UTILITIES  | 835 N 14TH AVE SALT SHED    | 01-460-000-56150 | 8.24       |
| 19880                  |                         | 835 N 14TH AVE-CITY GARAGE  | 01-460-000-56150 | 1,045.28   |
| 19880                  |                         | 835 N 14TH AVE-CITY GARAGE  | 01-460-000-58650 | 98.27      |

INVOICES DUE ON/BEFORE 02/02/2016

| VENDOR #                    | NAME                   | ITEM DESCRIPTION           | ACCOUNT #                         | AMOUNT DUE |
|-----------------------------|------------------------|----------------------------|-----------------------------------|------------|
| -----                       |                        |                            |                                   |            |
| GENERAL FUND                |                        |                            |                                   |            |
|                             |                        |                            | TOTAL                             | 1,151.79   |
|                             |                        |                            | TOTAL CITY GARAGE                 | 1,151.79   |
|                             |                        |                            |                                   |            |
| HIGHWAYS - GENERAL          |                        |                            |                                   |            |
| 19880                       | STURGEON BAY UTILITIES | 3 TRFC WARNING LIGHTS      | 01-499-000-58000                  | 8.25       |
|                             |                        |                            | TOTAL                             | 8.25       |
|                             |                        |                            | TOTAL HIGHWAYS - GENERAL          | 8.25       |
|                             |                        |                            |                                   |            |
| PARKS AND PLAYGROUNDS       |                        |                            |                                   |            |
| 04603                       | HALRON LUBRICANTS INC  | GREASE                     | 01-510-000-56250                  | 178.44     |
| 19240                       | SERVICE MOTOR CO       | FILTERS & OIL-KUBOTA MOWER | 01-510-000-53000                  | 140.89     |
| 19880                       | STURGEON BAY UTILITIES | SUNSET CNTR CONC           | 01-510-000-56150                  | 54.37      |
| 19880                       |                        | SUNSET CNTR CONC           | 01-510-000-58650                  | 51.40      |
| 19880                       |                        | FRANK GRASSE MEM SHELTER   | 01-510-000-56150                  | 20.01      |
| 19880                       |                        | OTUMBA PARK                | 01-510-000-56150                  | 8.24       |
| 19880                       |                        | WEST SIDE WARMING HOUSE    | 01-510-000-56150                  | 48.13      |
| 19880                       |                        | JAYCEE BALLFLD STAND       | 01-510-000-56150                  | 22.28      |
| 19880                       |                        | OTUMBA PK WALKWAY LITES    | 01-510-000-56150                  | 50.87      |
| 19880                       |                        | OTUMBA OK STREET LTG       | 01-510-000-56150                  | 151.15     |
| 19880                       |                        | FLORIDA ST/SUNSET PK       | 01-510-000-56150                  | 15.71      |
| 19880                       |                        | 835 N 14TH AVE SHIGN SHED  | 01-510-000-56150                  | 22.94      |
| 19880                       |                        | CHERRY BLOSSOM PRK         | 01-510-000-56150                  | 8.24       |
|                             |                        |                            | TOTAL                             | 772.67     |
|                             |                        |                            | TOTAL PARKS AND PLAYGROUNDS       | 772.67     |
|                             |                        |                            |                                   |            |
| MUNICIPAL DOCKS             |                        |                            |                                   |            |
| 19880                       | STURGEON BAY UTILITIES | 36 S NEENAH PKG LOT LTS    | 01-550-000-56150                  | 371.77     |
| 19880                       |                        | 38 S NEENAH AVE PAVILLION  | 01-550-000-56150                  | 8.24       |
| 19880                       |                        | 38 S NEENAH AVE RSTRM      | 01-550-000-56150                  | 124.06     |
|                             |                        |                            | TOTAL                             | 504.07     |
|                             |                        |                            | TOTAL MUNICIPAL DOCKS             | 504.07     |
|                             |                        |                            |                                   |            |
| WATERFRONT PARKS & WALKWAYS |                        |                            |                                   |            |
| 19880                       | STURGEON BAY UTILITIES | DC MUSEUM WALKWAY LIGHTS   | 01-570-000-56150                  | 21.93      |
| 19880                       |                        | DC MUSEUM PKG LOT LIGHTS   | 01-570-000-56150                  | 248.15     |
|                             |                        |                            | TOTAL                             | 270.08     |
|                             |                        |                            | TOTAL WATERFRONT PARKS & WALKWAYS | 270.08     |
|                             |                        |                            | TOTAL GENERAL FUND                | 8,615.12   |

DATE: 01/22/2016  
TIME: 09:16:35  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 02/02/2016

| VENDOR #           | NAME                     | ITEM DESCRIPTION         | ACCOUNT #        | AMOUNT DUE |
|--------------------|--------------------------|--------------------------|------------------|------------|
| CABLE TV           |                          |                          |                  |            |
| CABLE TV / GENERAL |                          |                          |                  |            |
| CABLE TV / GENERAL |                          |                          |                  |            |
| MANN               | MANN COMMUNICATIONS, LLC | 02/02/16 CONTRACT        | 21-000-000-55015 | 4,685.00   |
|                    |                          | TOTAL CABLE TV / GENERAL |                  | 4,685.00   |
|                    |                          | TOTAL CABLE TV / GENERAL |                  | 4,685.00   |
|                    |                          | TOTAL CABLE TV           |                  | 4,685.00   |
|                    |                          | TOTAL ALL FUNDS          |                  | 13,300.12  |

**MANUAL CHECKS**

|  |                   |
|--|-------------------|
| BENEFIT ADVANTAGE<br>01/20/16<br>Check # 78814<br>January FSA/HRA Fees<br>01-600-000-50510                     | \$206.00          |
| SOUTHERN DOOR SCHOOL<br>01/20/16<br>Check #78815<br>December Mobile Home Tax Payment<br>01-000-000-41300       | \$235.66          |
| STURGEON BAY SCHOOLS<br>01/20/16<br>Check #78816<br>December Mobile Home Tax Payment<br>01-000-000-41300       | \$2,974.12        |
| SUN LIFE FINANCIAL<br>01/22/16<br>Check # 78820<br>February Short and Long Term Disability<br>01-000-000-21545 | \$1,657.97        |
| SUPERIOR VISION INSURANCE<br>01/22/16<br>Check # 78821<br>February Vision Insurance<br>01-000-000-21540        | \$749.70          |
| <b>TOTAL MANUAL CHECKS</b>   | <b>\$5,823.45</b> |

