



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/24/22

Amended* Post Date:

**The following documents are included in the packet for the
Property and Insurance Committee on March 1, 2022:**

- 1) Agenda
- 2) Minutes from 02/01/2022
- 3) Previous Purchasing Policy/Ordinance
- 4) Draft Purchasing Policy
- 5) Purchase Request Highway
- 6) Purchase Request HHS
- 7) Maintenance 2021 Annual Report
- 8) Maintenance Monthly Report



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Property & Insurance Committee Meeting Notice

Date: March 1, 2022 Time: 4:30 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

AGENDA

Committee Members

David Abendroth,
Chair
Charles Buss
Patti Garro
Richard Trochinski
Keith Hess

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 02/01/2022
5. Public Comment (3 Minute Limit)
6. Purchasing Policy Discussion
7. Purchase Requests
 - Highway Department
 - Health and Human Services
8. Maintenance Report
 - 2021 Annual Report
 - Buildings and Grounds Report
 - Monthly Activities
9. Committee Discussion
 - Future Meeting Dates: Regular Meeting 04/05/2022 at 4:30 PM
 - Future Agenda items for action & discussion
10. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks are required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Property and Insurance Meeting

Time: Mar 1, 2022 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89899823072?pwd=VFJaNXp2RUxUeWxYRzF6QlBUYzJ0QT09>

Meeting ID: 898 9982 3072

Passcode: 323586

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PROPERTY AND INSURANCE COMMITTEE
February 01, 2022

The meeting of the Property and Insurance Committee was called to order by Chair Abendroth on Tuesday, February 01, 2022 at 4:30 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Chuck Buss
Patti Garro
Richard Trochinski
Keith Hess

Other County employees present: Scott Weir, Maintenance Supervisor; Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director; Sheriff Mark Podoll; Cathy Schmit, County Administrator

MINUTES

Motion/second (Hess/Buss) to approve the minutes of December 7, 2021 and December 16, 2021 with no corrections or updates. Motion carried with no negative vote.

PUBLIC COMMENT - none

PURCHASING POLICY DISCUSSION

County Administrator Cathy Schmit presented a draft purchasing policy for the committee to review. Schmit stated that since the County Board rules were rewritten we have not had a formal purchasing policy in place. This one meets federal and state guidelines. The committee agreed by general consensus to put this on the next agenda to allow for review and/or revisions.

MAINTENANCE REPORT

- Buildings and Grounds Report – no updates to the written report submitted by Scott Weir.
- Monthly activities

COMMITTEE DISCUSSION

Future Meeting Date: March 1, 2022 at 4:30 PM

Future Agenda items for action & discussion: purchasing policy

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:40 PM.

Submitted by,

Liz Otto
County Clerk

PURCHASING GUIDELINES
FROM CODE OF GREEN LAKE COUNTY CHAPTER 9 BOARD OF SUPERVISORS, ARTICLE III

- (3) The Committee shall supervise the duties of the Purchasing Agent and exercise exclusive control over the purchase procedure for furniture, fixtures, and general depreciable office equipment, vehicles, and machinery used in County service. Items of lesser value but costing more than \$1,000 shall have a minimum of two invitational bids, unless provided by sole vendor, submitted to the appropriate governing committee for approval. Items costing more than \$1,500 will be approved by the governing committee and then sent to the Property and Insurance Committee for approval. Any single item costing in excess of \$5,000 shall be placed on advertised bids if required by state statutes or otherwise by invitational bid. All purchases under Class B, C, D, and F & G need to have two competitive bids and on the County Purchase Approval form. Purchasing Agent is required to retain the competitive bids for at least two years. A written statement will need to be submitted with the purchase approval form showing justification if the lowest bid is not selected. If procedures are not followed disciplinary action may be taken.

- (4) Purchasing procedures.
 - (a) All items purchased and services requested will have adequate funding in a department's annual budget, and the responsibility for not exceeding existing appropriations rests with the department making the requisition, not with the purchasing agent.
 - [1] Purchases of various materials for Green Lake County are hereby divided into seven classes:
 - [a] Class A items consist of consumable office supplies which can be routinely stocked by the Purchasing Agent, such as pencils, pens, tape, note pads, etc. The Purchasing Agent has the authority to approve all central store inventory purchases. Class A items will be purchased by all departments through the office of the purchasing Agent pursuant to procedures established by the Property and Insurance Committee.
 - [b] Class B items are materials used by up to several departments and purchased annually or less frequently and shall consist of capital items, including but not limited to desks, chairs, office machines, file cabinets, etc. Class B items will be acquired for the departments by the Purchasing Agent under the direction and supervision of the Property

and Insurance Committee pursuant to procedures established by the Property and Insurance Committee.

- [c] Class C items shall consist of materials peculiar to one or two departments which are not available from the purchasing Agent's store of goods, such as tax receipts, assessment rolls and vaccines. Such items will normally be purchased by the department head with the approval of the governing committee. All items must be purchased with a Green Lake County purchase order.
 - [d] Class D materials consist of those items of value in excess of \$2,000 peculiar to a specific department. These items may be purchased with committee approval after being submitted to the bid procedures established by the Property and Insurance Committee for this type of purchase.
 - [e] Class E items shall consist of all small equipment not associated with office operations, such as floor cleaner, vacuums, lawn movers, etc., and shall be purchased the same as Class B items.
 - [f] Class F items shall consist of services (hotel/motel reservations), training and seminar registrations. Requests for the same will be forwarded to the Purchasing Agent in a timely manner.
 - [g] Class G items shall consist of information technology resources: the aggregate of computing hardware, software, network devices, central and distributed processing resources, wireless devices, data communications equipment, digital devices, licenses, maintenance/support, network circuits, other technologies that will evolve, and the policies and procedures governing them. (Also refer to Ordinance No. 375-88, Appendix I, IT Policy.)
- [2] Only Class A items will be a part of the Purchasing Agent's budget for payment; all other classes will be paid for by the specific department using those items.
 - [3] The Purchasing Agent reserves the right to accept or reject any or all options, bids or proposals, to waive any technicality or error in any bid or part thereof submitted, and to accept any bid or option, or combination thereof, in whole or in part, which is deemed to be in the best interest of Green Lake County and the needs of the department for which the purchase is made.

ORDINANCE NO. 1036 -2012

Relating to Amending Code of Green Lake County, Chapter 9 Board of Supervisors, Article III

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 13th day of November, 2012, does ordain as follows:

The Code of Green Lake County, Chapter 9, Board of Supervisors, Article III;

§9-36. Property and Insurance Committee; B. The powers, duties, and responsibilities of the Property and Insurance Committee shall be as follows, Section (3) be amended as follows:

Delete section (3) and replace it with the following:

(3) The Committee shall supervise the duties of the Purchasing Agent and exercise exclusive control over the purchase procedure for furniture, fixtures, and general depreciable office equipment, vehicles, and machinery used in County service. Items of lesser value but costing more than *\$1000* shall have a minimum of two invitational bids, unless provided by sole vendor, submitted to the appropriate governing committee for approval. Items costing more than *\$1500* will be approved by the governing committee and then sent to the Property and Insurance Committee for approval. Any single item costing in excess of \$5,000 shall be placed on advertised bids if required by state statutes or otherwise by invitational bid. *All purchases under Class B, C, D, F & G need to have two competitive bids and on the County Purchase Approval form. Purchasing Agent is required to retain the competitive bids for at least two years. A written statement will need to be submitted with the purchase approval form showing justification if the lowest bid is not selected. If procedures are not followed disciplinary action may be taken.*

Effective upon passage and publication

Ordinance No. 1036 -2012

Submitted by Property & Insurance
Committee and Administrative
Committee

Aye 19, Nays 0, Absent 0, Abstain 0

Passed & Enacted/~~Rejected~~ this 13th
day of November, 2012

/s/ Gene Thom

Gene Thom, P&I Chairman

/s/ Jack Meyers

County Board Chairman

/s/ Michael Stoddard

Michael Stoddard, P&I, Administrative

/s/ Margaret R. Bostelmann

Attest: County Clerk
Approved as to Form:

/s/ Joanne Guden

Joanne Guden, P&I, Administrative

/s/ Daniel Sondalle

Corporation Counsel

/s/ Donald Peters

Donald Peters, P&I

/s/ Jack Meyers

Jack Meyers, Administrative Chairman

/s/ David Richter

David Richter, P&I, Administrative

/s/ Debra Schubert

Debra Schubert, Administrative

/s/ Paul Schwandt

Paul Schwandt, Administrative

PURCHASING POLICIES AND PROCEDURES

OVERVIEW

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY GREEN LAKE COUNTY. THIS POLICY ASSUMES THAT ALL PURCHASES HERUNDER WILL BE BUDGETED IN A DEPARTMENT'S ANNUAL BUDGET. PURCHASE PROCEDURES OF VARIOUS MATERIALS AND SERVICES FOR GREEN LAKE COUNTY ARE EXPLAINED IN THIS SECTION.

Green Lake County requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

RESPONSIBILITY FOR PURCHASING

ALL Department Head have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department Head shall inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Financial Manager(s) shall maintain a current list of all authorized purchasers for proper setup in the purchasing system.

The County Administrator has approval authority over all purchases and contractual commitments according to the approved authorization thresholds, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

CODE OF CONDUCT IN PURCHASING

(2 CFR Part 200.318 (c)(1))

Ethical conduct in managing the County's purchasing activities is absolutely essential. Staff must always be mindful that they represent the County Board and share a professional trust with other staff and funding sources.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a County that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Officers, board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts with a value of \$25 or less may be accepted with the approval of the Department Heads.

COMPETITION

(2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among vendors that may restrict, eliminate, or restrain trade.
- Not permit vendors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the County's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by Federal statute. *(200.319(b))*
- "Name brand or equivalent" description may be used as a means to define the performance or requirements *(200.319(c)(1))*

NONDISCRIMINATION POLICY

All vendors who are the recipients of County funds or who propose to perform any work or furnish any goods under agreements with Green Lake County, shall agree to these important principles:

1. Vendors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors.
2. Vendors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

PROCUREMENT PROCEDURES

The following are Green Lake County's procurement procedures:

1. Green Lake County shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d))*
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d))*. This analysis should only be made when both lease and purchase alternatives are available to the program.
3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *(2 CFR Part 200.318(e))*
4. Purchasers are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f))*
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold (\$150,000) shall be retained in the procurement files pertaining to each federal award. *(2 CFR Part 200.323)*

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. *(2 CFR Part 200.319(d))*
7. Green Lake County will maintain records sufficient to detail the history of procurement, including: *(2 CFR Part 200.318(i))*
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Vendor selection or rejection; and
 - d. The basis for the contract price.
8. Green Lake County shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.
9. Green Lake County shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. *(2 CFR Part 200.323(d))*

CAPITAL OUTLAY PURCHASES

Capital outlay is an expenditure of \$10,000 or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation costs
- Additions
- Improvements
- Ancillary cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through a Budget Adjustment, Repurpose of Funds or Line Item Transfer form. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment, Repurpose of Funds or Line Item Transfer action.

Computer hardware or software purchases shall be made by the Information Technology (IT) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IT Department. Costs of the equipment or software and ongoing maintenance may be charged back to the user department.

LEVY OUTLAY PURCHASES

All Levy-funded outlay expenditures must be for item on the approved outlay list as adopted in the annual budget. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

AUTHORIZATIONS AND PURCHASING LIMITS

1. County Purchases and Authorization (pg. ??)
2. Federal Grant Authorization (pg. ??)

The following table summarizes the required approval levels and solicitation processes:

COUNTY PURCHASES AND AUTHORIZATION:	
Threshold	Procedures
Less than \$5,000	Department Head are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.
\$5,000 - \$9,999	<p>Three documented price quotes are required. The quotes are to be provided to the Department Head. As part of the quotes shall be retained by the appropriate designated County staff for future reference by the Department Head, County Administrator, County Board or Auditors). Once a purchase request has been submitted and received the appropriate approvals the appropriate designated County staff can order/award the purchase.</p> <p>If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.</p>
Over \$10,000 (<i>Capital Asset Threshold</i>)	Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Green Lake County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.
Exceptions	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing.

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

FEDERAL GRANT AUTHORIZATION:			
Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ \$3,500 (micro-purchase limit (≤ \$2,000 for purchases subject to Davis-Bacon))	Department Head	<ul style="list-style-type: none"> • Price must be considered reasonable based on similar purchases in the past • Purchase can be made from a vendor successfully used in the past • If a vendor used in the past cannot be used, at least 2 price quotes are required • As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price comparable 	<ul style="list-style-type: none"> • Receipt approved by Department Head • Evidence of price comparison, if not using past vendor
\$3,501 ≤ \$4,999	Department Head County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$5,000 ≤ \$25,000	Department Head County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$25,001 ≤ \$150,000	Department Head County Administrator Oversight Committee and/or P & I Committee Finance Committee	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid • Procurement checklist
> \$150,000	Department Head County Administrator Oversight Committee Finance Committee County Board	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bidder • Procurement checklist

NOTE: The limit is \$2,000 if the purchase is subject to the requirements of the Davis Bacon Act. (pg. 81)

Department Heads are authorized to enter into a contract on behalf of Green Lake County. Contracts of \$5,000 or less must be reviewed and approved by the Department Head and Corporation Counsel. Contracts in excess of this amount also require the review and approval of the Committee of Jurisdiction and the County Administrator. These policies shall also apply to renewals of existing contracts. Per ordinance, contract shall be signed by the County Administrator once fully approved.

PRE-QUALIFIED VENDORS

Green Lake County encourages departments to develop lists of approved vendors (qualified suppliers) that can be used throughout the year. The process to identify an approved vendor is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single vendor (e.g. office supplies).
2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year.
4. Compare the quotes.
5. The vendors with lowest prices, including shipping, will be approved for use during the year.
6. This process could result in multiple approved vendors if the prices are within 5% of each other.

This process should be repeated annually, with the approved list produced by January 15 and shared with all departments. Vendors may be added throughout the year, but all vendors will be reevaluated January 1.

NON COMPETITIVE PURCHASES (SOLE SOURCE)

EMERGENCIES:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a subsequent Budget Adjustment, Repurpose of Funds or Line Item Transfer action. The reasons for such purchases will be documented and filed.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property or other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

SINGLE DISTRIBUTOR/SOURCE:

Sole source purchases may be made when one or more of the following circumstances apply: (2 CFR 200.320(f))

- The item or service is only available from a single source
- The situation is an emergency and will not permit a delay resulting from competitive solicitation
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required.

REQUIRED SOLICITATION OF QUOTATIONS FROM VENDORS

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1))*
2. Requirements which the bidder/offeree must fulfill and all other factors to be used in evaluating bids or proposals. (See the next section entitled Evaluation of Alternative Vendors for required criteria.) *(2 CFR Part 200.319(c)(2))*
3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. *(2 CFR Part 200.319(c)(1))*
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. *(2 CFR Part 200.319(c)(1))*
5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.
6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.
8. Clear indications of the quantity(ies) requested and unit(s) of measure.

EXTENSION OF DUE DATES AND RECEIPT OF LATE PROPOSALS

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted by the County Administrator or County Board Chair if a prospective offeror so requests.

Vendor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

EVALUATION OF ALTERNATIVE PROPOSERS

Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the Department Head, the final selection shall be approved by others according to Green Lake County's purchasing approval policies.

AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

(2 CFR Part 200.321)

NOTE: A Labor Surplus Area (LSA) is designated by the US Department of Labor (DOL). An LSA is a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states (including Puerto Rico) during the same 24-month reference period.

A list of labor surplus areas can be found at this link. www.doleta.gov/programs/lisa.cfm

Positive efforts shall be made by Green Lake County to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. *(2 CFR Part 200.321)*
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor surplus area firms. *(2 CFR Part 200.321(b)(4))*
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. *(2 CFR Part 200.321(b)(6))*
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. *(2 CFR Part 200.321(b)(3))*
5. Use the services and assistance, as appropriate, of such entities as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. *(2 CFR Part 200.321(b)(5))*

AVAILABILITY OF PROCUREMENT RECORDS

(2 CFR Part 200.324(b))

Green Lake County shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. *(2 CFR Part 200.324(b)(1))*
- The procurement is expected to exceed the federally-defined simplified acquisition threshold (\$150,000) and is to be awarded without competition or only one bid is received. *(2 CFR Part 200.324(b)(2))*
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. *(2 CFR Part 200.324(b)(3))*
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. *(2 CFR Part 200.324(b)(4))*

- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2 CFR Part 200.324(b)(5))

PROVISIONS INCLUDED IN ALL FEDERAL AWARD CONTRACTS

(2 CFR Part 200 Appendix II)

Green Lake County includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with vendors and subgrants to grantees:

1. **Contracts for more than the simplified acquisition threshold**, currently set at \$150,000, must address administrative, contractual, or legal remedies in instances where vendors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All **contracts in excess of \$10,000**, must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. **Equal Employment Opportunity**: All contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**: When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by Green Lake County and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").
5. The contracts must also include a provision for compliance with the **Copeland "Anti-Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
6. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
7. **Rights to Inventions Made Under a Contract or Agreement**: If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit County regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit County and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.
8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended**: Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

NOTE: A list of excluded parties can be found at www.sam.gov. Note that some federal grants require evidence that a search for debarment or suspension status was completed for every purchase.

10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors the apply or bid for an award exceeding \$100,000 must file the required certification that it will not and has not used federal appropriated funds to pay any person or County for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

RIGHT TO AUDIT CLAUSE

Green Lake County requires a "Right to Audit" clause in all contracts between the County and vendors that either:

1. Take any form of temporary possession of assets directed for the County
2. Process data that will be used in any financial function of the County.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the vendor's operations that apply to Green Lake County, as well as all documents maintained or processed on behalf of Green Lake County, for a period of three years. The clause shall state that such audit procedures may be performed by Green Lake County employees or any outside auditor or vendor designated by the County.

VERIFICATION OF NEW VENDOR

New vendors are required to submit a W-9 to the Department that will be utilizing the vendor. The Department Head then forwards the W-9 to the Financial Manager that sets up the vendor in the financial software. The Financial Manager retains the documentation for the Vendor record. **A vendor record and/or payment remittance will not be processed until a W-9 is received** to comply with IRS 1099 rules.

VENDOR FILES AND REQUIRED DOCUMENTATION

Documentation retained by the Financial Manger for each vendor from whom Green Lake County purchases goods or services.

Information scanned for vendors shall have the following information:

1. Completed and signed Form W-9. Vendors being reactivated are required to complete a new Form W-9 to verify current name, address, and tax ID number.
2. Vendors with a post office (PO) box shall provide a physical location address for the master file. The PO Box number may be used for postal purposes. The vendor name and physical address will be verified by performing an online search, mailing of vendor forms that are required to be returned.

The following procedures will be performed prior to creating or re-activating all vendor files to help ensure that each vendor only has one master file (some vendors will have more than one master file due to different 1099 statuses):

1. Search for existence of the tax ID number in the master file.
2. Search for name variations and name standardization (entity resolution) (e.g. Doe, John; J Doe; John Doe).

3. Search for matching or similar addresses.
4. Perform an online search of the vendor and the physical address to determine validity.
5. Search for matches against the employee master file.

VENDOR MASTER FILE MAINTENANCE

Green Lake County will monitor the vendor master file on a regular basis, with a full review of the master listing completed every year, prior to year-end.

The Financial Manager will periodically review the master file for:

1. Duplicate vendors. Vendors with the same or similar tax ID number, name, address, email, contact, and other information. Duplicate vendors may be merged, inactivated if appropriate.
2. Vendors with a post office (PO) box address. Vendors with only a PO Box will be required to provide a physical location address for the master file.
3. Vendors without activity in the past year will be inactivated. Inactivated vendors must go through the vendor creation process before being re-activated.
4. Add additional maintenance procedures.

PROCUREMENT GRIEVANCE PROCEDURES

Any bidder may file a grievance with Green Lake County following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the County's appeal procedures must be made available to all prospective vendors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of the County to follow its own procurement policies.

RECEIPT AND ACCEPTANCE OF GOODS

A Receiving Department or designated individual shall inspect all goods received. Upon receipt of any item from a vendor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.
5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with vendors.

CONTRACT ADMINISTRATION

Green Lake County is required to have policies and procedures on contract administration. (2 CFR Part 200.318(b)) Therefore, all contract managers/administrators will adhere to the following procedures.

1. Contract administration files shall be maintained:
 - a. For each contract greater than \$10,000 a separate file shall be maintained.
 - b. For contracts less than \$10,000, contract records may be combined in a single file, filed by grant or other funding source.
2. Contract administration files shall contain:
 - a. The required documentation specified in the Authorizations and Purchasing Limits table for the original scope of work and for all amendments.
 - b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.
3. Authorization of work:
 - a. No work shall be authorized until the contract for the work has been approved and fully executed.
 - b. No change in the work shall be authorized until an amendment to the contract for the work has been approved and fully executed.
 - c. No amendment of a contract for work shall be executed until it has been approved and authorized as required in the Authorizations and Purchasing Limits table and, where required by the terms of the grant award or budget, approval by the funding source.
4. Conformance of work:
 - a. For each grant award, based on applicable laws, regulations and grant provisions, the Program Director shall establish and maintain a system to reasonably assure vendor:
 - i. Conformance with the terms, conditions, and specifications of the contract, and
 - ii. Timely follow-up of all purchases to assure such conformance and adequate documentation.
5. The Program/Department/Grant Manager will authorize payment of invoices to contracts after final approval of work products.

SUBRECIPIENTS

MAKING OF SUBAWARDS

From time to time, Green Lake County may find it practical to make subawards of federal funds to other entities. All subawards in excess of the simplified acquisition threshold (\$150,000) shall be subject to the conflict of interest policies described in this section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

Green Lake County is required to evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward to determine the appropriate monitoring. Evaluations may include such factors as: (*2 CFR Part 200.331(b)*)

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel, or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

In addition, Green Lake County shall obtain the following documents from all new subrecipients:

1. Articles of Incorporation
2. Bylaws or other governing documents
3. Determination letter from the IRS (recognizing the subrecipient as exempt from income taxes under IRC section 501(c)(3))
4. Last three years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
5. Copies of the last three years' audit reports and management letters received from subrecipient's independent auditor (including all reports associated with audits performed in accordance with 2 CFR Part 200.500 – 521, if applicable)
6. Copy of the most recent internally-prepared financial statements and current budget
7. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years

MONITORING OF SUBRECIPIENTS

When Green Lake County utilizes federal funds to make subawards to subrecipients, Green Lake County is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of Federal funds made by Green Lake County to subrecipients:

The following required information will be provided to all subrecipients:

1. Federal Award Identification.
 - a. Subrecipient name (which must match the name associated with its unique entity identifier);
 - b. Subrecipient's unique entity identifier;
 - c. Federal Award Identification Number (FAIN);
 - d. Federal Award Date;
 - e. Subaward Period of Performance Start and End Date;
 - f. Amount of Federal funds obligated by this action;
 - g. Total Amount of Federal funds obligated to the subrecipient;

- h. Total Amount of the Federal award;
 - i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
 - k. Catalogue of Federal Domestic Assistance (CFDA) Number and Name. Green Lake County must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - l. Identification of whether the award is research and development (R & D); and
 - m. Indirect cost rate for the Federal award (including if the de minimis rate is charged per 2 CFR Part 200.414 Indirect (F&A) costs).
2. All requirements imposed by Green Lake County on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
 3. Any additional requirements that Green Lake County imposes on the subrecipient in order for Green Lake County to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
 4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between Green Lake County and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in 2 CFR Part 200.414(f), Indirect costs.
 5. A requirement that the subrecipient permit Green Lake County and auditors to have access to the subrecipient's records and financial statements as necessary for Green Lake County to meet the monitoring requirements of 2 CFR Part 200; and
 6. Appropriate terms and conditions concerning closeout of the subaward.
 7. Subawards shall require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.
 8. Subawards shall require that subrecipients submit financial and program reports to Green Lake County on a basis no less frequently than monthly.
 9. Green Lake County will follow up with all subrecipients to determine whether all required audits have been completed. Green Lake County will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with 2 CFR Part 220.501. For subrecipients that properly obtain an audit in accordance with 2 CFR Part 200.501, Green Lake County shall obtain and review the resulting audit reports for possible effects on Green Lake County's accounting records or audit.
 10. Green Lake County shall assign a staff member the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance. This employee will establish and document, based on her or his understanding of the requirements that have been delegated to the subrecipient, a system for the ongoing monitoring of the subrecipient.
 11. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:
 - a. Regular contacts with subrecipients and appropriate inquiries regarding the program.
 - b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
 - c. Monitoring subrecipient budgets.
 - d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.

- e. Offering subrecipients technical assistance where needed.
 - f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.
 - g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.
12. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.
13. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with Green Lake County, responsive actions by the County shall be determined by the appropriate Department Head and the Finance Director. Such actions may consist of any of the following actions:
- a. Increasing the level of supporting documentation that the subrecipient is required to submit to Green Lake County on a monthly or periodic basis.
 - b. Requiring the subrecipient prepare a formal corrective action plan for submission to Green Lake County.
 - c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.
 - d. Requiring documentation of changes made to policies or forms used in administering the subaward.
 - e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the Green Lake County accounting or grant administration staff.
 - f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.
 - g. Arranging with an outside party (such as Green Lake County's own independent auditors) for periodic on-site monitoring visits.
 - h. Reimbursing the subrecipient for allowable expenses and not providing advance of grant funds.
 - i. Requiring review and approval for each disbursement and all out-of-area travel.
 - j. As a last resort, terminating the subaward relationship and seeking an alternative.

LOBBYING

LOBBYING ACTIVITIES DEFINED

Lobbying activities conducted by the County may be either direct or indirect. Direct lobbying activities consist of attempts to influence legislation through communication with any member or employee of a legislative body (federal, state, or local levels) or, if the principal purpose of the communication is lobbying, with any government official or employee who may participate in the formulation of the legislation. Direct lobbying occurs when employees of the County or paid lobbyists communicate directly in attempts to influence legislation. Lobbying is distinguishable from advocacy activities, which involve efforts to advocate certain positions which may have legislative implications, as long as a nonpartisan analysis of the relevant facts is performed.

Lobbying occurs only when there is a specific piece of legislation or legislative proposal pending that the County is attempting to influence. Therefore, lobbying is considered to have taken place only if both of the following elements are present:

1. The communication refers to specific legislation (legislation that has been introduced or a specific legislative proposal that the County supports or opposes), and
2. The communication reflects a view on the legislation (supporting or opposing it).

Indirect lobbying involves communications with the general public (rather than directly with legislators, etc.) where the communication includes the same two preceding characteristics, plus it encourages the recipient of the communication to take action with respect to the specific legislation (by contacting legislators, etc.).

SEGREGATION OF LOBBYING EXPENDITURES

No lobbying expenditures may be charged directly or indirectly to any federal award (i.e., the County must have a nonfederal source of funds to which such lobbying costs can be charged).

Accordingly, Green Lake County segregates all direct and indirect lobbying expenditures in a separate section of the chart of accounts in the general ledger. Where appropriate, lobbying expenditures shall also be allocated their fair and reasonable share of employee benefits and other allocated costs in accordance with cost allocation policies described elsewhere in this manual.

CHARGING COSTS TO FEDERAL AWARDS

OVERVIEW

Green Lake County charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

SEGREGATING UNALLOWABLE FROM ALLOWABLE COSTS

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Grant managers and finance personnel shall be familiar with the allowability of costs provisions (2 CFR Part 200.400 – 475, Cost Principles), particularly:
 - a. The list of specifically unallowable costs found in 2 CFR Part 200.421 – 475, Selected Items of Cost, such as alcoholic beverages, bad debts, contributions, fines and penalties, etc.
 - b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with 2 CFR Part 200.407, Prior Written Approval, such as participant support costs, equipment purchases, etc.
3. No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and/or 2 CFR Part 200.400 – 475, Cost Principles.
4. For each federal award, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.
5. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a federal award or to activity associated with a federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

CRITERIA FOR ALLOWABILITY

All costs must meet the following criteria from 2 CFR Part 200.402 – 406, Basic Considerations, in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be “reasonable” for the performance of the award, considering the following factors:

- a. Whether the cost is of a type that is generally considered as being necessary for the operation of the County or the performance of the award.
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award.
 - c. Whether the individuals concerned acted with prudence in the circumstances.
 - d. Consistency with established policies and procedures of the County, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award,
 - b. The cost benefits both the federal award and other work and can be distributed in reasonable proportion to the benefits received, or
 - c. The cost is necessary to the overall operation of the County, except where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of 2 CFR Part 200 Subpart E, Cost Principles, or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the County.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles (GAAP).
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

DIRECT COSTS

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal Award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (*2 CFR Part 200.413(a)*). Green Lake County identifies and charges these costs exclusively to each award or program.

Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Invoices are approved by the appropriate Grant Manager.

Time sheets are submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets shall serve as the basis for charging salaries directly to federal awards and nonfederal functions.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency shall be accounted for as a direct cost of that award (i.e., Hazmat equipment shall not be capitalized and depreciated for grant purposes, but will be capitalized and depreciated at year-end for financial statement purposes).

INDIRECT COSTS

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or that are necessary for the overall operation of Green Lake County (management and general costs).

After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefitting cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost that was incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

Green Lake County maintains an annual indirect cost budget. Each year a new indirect cost rate proposal is prepared and submitted to Green Lake County's cognizant agency for approval.

Green Lake County's will allocate indirect costs using its negotiated indirect cost or elected de minimis rate.

SHARED OR JOINT COSTS

Shared or joint costs are those that have been incurred for common or shared objectives and are not easily identifiable with a particular grant or programs, but are necessary to the operation of these grants or programs. Shared or joint costs will be allocated fairly to all objectives benefiting from the costs as described in Green Lake County's approved cost allocation plan. Indirect costs, but not shared or joint costs, will be allocated to benefiting grants through the use of an indirect cost rate.

Examples of Green Lake County's shared or joint costs are:

- Payroll Processing
- Voucher Check Processing
- IT Staff Time: County Wide, Software Maintenance, Safeguarding Network, etc.

Per Federal guidelines, each grant will be charged its fair share of costs. Any costs not reimbursed by a particular funding source will be charged to corporate or other funds that may cover indirect or shared or joint costs after the allocation process is complete.

DIRECT COSTING PROCEDURES

Direct and shared or joint costs are allocated to the benefiting programs using cost pools under the following policies and procedures:

1. Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources.
2. As much as possible, costs will first be charged directly to benefiting programs.
3. All remaining shared or joint costs will be allocated on the most meaningful measures, as determined in the County's approved cost allocation plan. This document is filed under separate cover.
4. Program-related costs will be allocated based on relevant activity measures, such as number of meals served, number of children or clients.

INDIRECT COST RATE

Green Lake County maintains an annual indirect cost budget. Each year the County prepares an indirect cost rate proposal and submits it to its cognizant agency for negotiation and approval.

CENTRAL SERVICES COST ALLOCATION PLAN

Green Lake County prepares and maintains a Central Service Cost Allocation Plan to identify, accumulate, and allocate or develop billing rates based on the allowable costs of services provided by a governmental unit on a centralized basis to its departments and agencies.

The plan documents the County's method and processes of fairly and equitably allocating the central service costs that will be claimed (either as a billed or an allocated cost) under Federal awards. Costs and other data used to distribute the costs included in the plan will be supported by formal accounting and other records that will support the propriety of the costs assigned to Federal awards. Central service costs not included in the plan will not be reimbursed.

The County's central service cost allocation plan will be prepared and finalized six months prior to the beginning of each fiscal year in which it proposes to claim central service costs.

APPENDIX – FORMS

- Budget Adjustment
- Repurpose of Funds
- Line Item Transfer
- Procurement Checklist

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: _____
Department: _____
Amount: _____ \$0.00
Budget Year Amended: _____

Source of Increase / Decrease and affect on Program:
(If needed attached separate brief explanation.)

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Notice of Re-Purpose of Funds

GREEN LAKE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: _____

Department: _____

Amount: \$ - \$ -

Budget Year Amended: _____

Explanation/Reason funds are being re-purposed and affect on Program:

(If needed attached separate brief explanation.)

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
Total Adjustment				\$ -

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____
Budget Year Amended: _____

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

Explanation for Transfer:

Department Head Approval

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/2017



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

2023 and 2024 Tri-Axle Cab and Chassis
2023 and 2024 Tri-Axle Plow Equipment

Department: Highway

Account Number: 701-29-53281-810-000

Governing Committee: Highway

Governing Committee Approval Date: 02/09/2022

P&I Approval Date:

Reason for Purchase:

Tri-Axle Cab and Chassis:

Packer City International	\$145,304 x 2 = \$290,608	
Quality Truck	\$155,000 x 2 = \$310,000	** Recommended
Truck County	\$137,000 x 2 = \$274,000	

Tri-Axle Plow Equipment:

Casper's Equipment	\$134,434 x 2 = \$268,868	
Monroe Equipment	\$139,783 x 2 = \$279,566	** Recommended
Truck Equipment	\$136,167 x 2 = \$272,334	



GREEN LAKE COUNTY HIGHWAY COMMISSIONER

Derek Mashuda
Highway
Commissioner

Office: 920-294-4062
Fax: 920-294-4066
Email: dmashuda@co.green-lake.wi.us

SOLICITATION FOR PRICE QUOTES

The Green Lake County Highway Department located at 570 South Street, Green Lake, WI will on Tuesday, February 01, 2022 at 9:00 am be receiving and opening quotes for the following:

TRI-AXLE CAB AND CHASSIS 2023 & 2024

- Quote openings begin at 9:00 am; quotes must be submitted by the specified opening time.
- Quotes must be submitted on the forms provided preferably with typed print.
- Quotes must be valid through March 02, 2022 bid letting.
- No facsimile or E-mail bids will be accepted
- Quotes must be marked “**Tri-Axle Cab and Chassis Bid 2023 & 2024**” on the lower left corner of envelope.
- Any quotes not meeting minimum specifications given will be rejected.
- The specifications stipulate the minimum acceptable requirements for good engineering design and performance. The specifications also establish the bidder’s responsibilities to furnish all necessary appurtenances in complete conformance with the requirements stated herein.
- Any item not mentioned in this specification which is required for satisfactory performance for these units shall be provided by the successful bidder with no additional reimbursement, even though it was not directly referred to in this bid.
- Request for additional information can be directed to:

Green Lake County Highway Commission

570 South Street
Green Lake, WI 54941
920-294-4062

dmashuda@co.green-lake.wi.us

Any and all bids will be considered whether they meet or exceed bid specifications. The Highway Commission reserves the right to reject any and all quotes and accept such quotes as may be most advantageous to Green Lake County. The successful bidder is responsible for making sure the Tri-Axle Cab and Chassis trucks meet specifications and delivery requirements as specified.

By Order of the Green Lake County Highway Commission.

Derek Mashuda

Derek Mashuda
Highway Commissioner

MINIMUM SPECIFICATIONS FOR TRI-AXLE CAB AND CHASSIS

WHEELBASE:

YES

NO

- 156" cab to trunnion
- 24" from back of rear tire to end of frame

FRAME:

- Integral front frame extension, a minimum of 20" (no bolt on)
- Tensile strength must be 120,000 lbs. or greater, to be full c-reinforced or ½" single rail frame for front suspension reinforcement for plow attachments. Must meet specs of 3.2 million lbs.

ENGINE:

- 450hp @ 1625 rpm with 1650 lb.-ft. of torque @ 1000 rpm, wet sleeved, and re-buildable
- Have adaptor for front mount pump
- Have emergency engine shut down capability
- Have engine block heater located under driver's door
- Have air restriction indicator gauge in cab
- Have 3 step engine brake (switch on dash)
- Have recommended DAVCO fuel water separator with heater, if not standard equipment

COOLING SYSTEM:

- Largest radiator design possible
- Cooling system should have extended life coolant
- Antifreeze level set at -34°
- Bug screen shall be installed between grill and radiator
- Must have shut off valves for heater hoses

TRANSMISSION:

- Shall be Allison 4500 series
- Cooling lines shall be fastened securely and not rubbing
- Transmission fluid should be synthetic
- Shift controls shall be mounted on dash
- Base warranty of 3 years on transmission

FRONT AXLE:

- Shall be set forward, rated at 20,000 lbs. or better
- No aluminum hubs
- Oil bathed bearing and seals, synthetic lube used in hubs with only Scott Seal Plus or STEMCO wheel seals

FRONT SPRING:

- Shall be 20,000 lbs. stacked leaf
- Non greasable spring pins only

MINIMUM SPECIFICATIONS FOR TRI-AXLE CAB AND CHASSIS

FRONT RIM AND TIRES:

- Hub piloted steel or aluminum disc wheels rated for front axle capacity
- 425/65R22.5 20 ply steer tire with rating for front axle

YES

NO

FRONT BRAKES:

- S cam type with 16.5" by 6" shoes
- Meritor long stroke brake chambers
- Meritor slack adjusters
- Dust shields

REAR AXLE AND SUSPENSION:

- 46,000 lbs. capacity, Meritor Model RT-46-160
- 4.56 gear ratio
- Differential lock and power divider operated from cab
- 46,000 lbs. Hendrickson or Tuff Trac rear suspension with 54" or 56" axle spacing
- Scott Seal Plus or STEMCO wheel seals

REAR WHEELS AND TIRES:

- Mud and snow tubeless radials 14 ply 11R22.5
- 8.25 x 22.5 hub piloted steel disc

REAR BRAKES:

- S cam type with 16.5" x 7" shoes
- Haldex life seal rear brake chambers
- Meritor slack adjusters
- Chambers must be indexed from factory to clear for paving and shouldering operations
- Dust shields on all wheels

FUEL TANK:

- 100 US gallon aluminum tank with two steps on the outside of tank mounted on left side with stainless steel straps
- 13 gallon DEF tank under cab

ELECTRICAL SYSTEM:

- 12-volt system with 4 flooded batteries, mounted in stainless steel battery box, or under passenger seat. Batteries must be easily accessible and not interfere with pusher axle or plow equipment (check with plow equipment installer for best place)
- Battery cables must be full length, no splicing
- Alternator (160 amp DELCO 24 SI)
- Circuit breaker system shall have circuit for County 2-way radio, CB radio hook-up
- Set up for trailer towing, lights, electric brake
- Battery shut off mounted in cab under dash

AIR SYSTEM:

- Meritor WABCO 1200 plus air dryer with heater
- Dryer must be mounted for easy replacement of filter
- Manual drain valve on tanks
- Air brake controller for trailer hook-ups
- Glad hands in rear to hook up trailers with air brakes

MINIMUM SPECIFICATIONS FOR TRI-AXLE CAB AND CHASSIS

HOOD:

- Fiberglass with inspection doors

YES

NO

STEERING:

- Dual power steering gear. Must be rated for 20k lbs. or better

MISCELLANEOUS:

- Must provide parts and service books for this unit, either in print or digital
- Must furnish all programs, equipment, and training to keep County technicians current in diagnostics and repair. Provide latest software for cab, chassis, engine, transmission, and ABS
- Provide schedule of software download and training 30 days after bid is awarded

CAB:

- Air ride
- Highest output heater and air conditioning available
- Driver's seat air ride cloth high back with arm rest and lumbar support, passenger seat to match (no air ride)
- All windows to be tinted. Doors to have power windows
- Dual sun visors, intermittent wipers, washers
- Exterior grab handles on cab
- Dome light, map pockets
- Inside and outside hood air intake
- West Coast style mirrors heated with heated convex mirrors
- Right hand down view mirror
- Hood mounted heated mirrors. 8" heated on right side
- Deluxe interior (darkest color available)
- Exterior color Omaha orange
- Factory radio AM/FM with weather band, with auxiliary jack
- Tilt steering wheel, air horn
- Full instrument and gauges, volt gauge, no amp meter
- Rust proofed on all metal parts of cab
- Safety equipment: fire extinguisher 5lb., triangle kit
- Six factory installed switches, lighted in dash, easy to reach and read, with ergonomic dash wing
- The power module that the body company will tie into shall be located in the cab preferably behind the driver's seat
- Auxiliary wire harness switch for plow head lights
- Plow window in right passenger door

EXHAUST SYSTEM:

- Horizontal muffler with vertical stainless steel stack on right side

MINIMUM SPECIFICATIONS FOR TRI-AXLE CAB AND CHASSIS

Steerable Pusher Axle:

13,200 lb. capacity; air ride and air lift; quick release and R12 relay valves; double poppet double solenoid operated electric air valve; single wheel hub pilot wheel set. Axle control must be located in control tower. Axle must lift when truck is placed in reverse and remain up until released by the operator. Additional air tank to be provided for extra air capacity. Axle must have coil over shock steering stabilizers. 11' 6" rear axle group spacing required. Pusher Axle control to be coordinated with the plow equipment supplier so that the control switch is located in the plow control tower.

WARRANTY:

YES

NO

- Responsible for pick-up and delivery back to Green Lake County, with three year base truck 100,000 mile warranty
- Seven year 250,000 mile engine warranty including water pump, injectors, and turbo
- Seven year 250,000 mile after treatment extended warranty
- All warranties to have a \$0.00 deductible

DELIVERY:

- First Tri-Axle Cab and Chassis on or before March 31, 2023
- Second Tri-Axle Cab and Chassis on or before August 31, 2024
- Any issues meeting delivery deadlines, please note estimated delivery date.
Estimated date of delivery _____

PRICING

Base Tri-Axle Cab and Chassis price as per specifications including delivery in 2023

\$ _____

Base Tri-Axle Cab and Chassis price as per specifications including delivery in 2024

\$ _____

**Total Tri-Axle Cab and Chassis package price
including delivery for 2023 and 2024**

\$ _____

TRI-AXLE CAB AND CHASSIS

BIDDER SIGNATURE PAGE

**By signing below you are certifying that you meet or exceed all stated requirements for
Two Tri-Axle Cab and Chassis**

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____



GREEN LAKE COUNTY HIGHWAY COMMISSIONER

Derek Mashuda
Highway
Commissioner

Office: 920-294-4062
Fax: 920-294-4066
Email: dmashuda@co.green-lake.wi.us

SOLICITATION FOR PRICE QUOTES

The Green Lake County Highway Department located at 570 South Street, Green Lake, WI will on Tuesday February 01, 2022 at 9:00 am be receiving and opening quotes for the following:

TRI-AXLE PLOW EQUIPMENT 2023 & 2024

- Quote openings begin at 9:00 am; quotes must be submitted by the specified opening time.
- Quotes must be submitted on the forms provided preferably with typed print.
- Quotes must be valid through March 02, 2022 bid letting.
- No facsimile or E-mail bids will be accepted
- Quotes must be marked “**Tri-Axle Plow Equipment Bid 2023 & 2024**” on the lower left corner of envelope.
- Any quotes not meeting minimum specifications given will be rejected.
- The specifications stipulate the minimum acceptable requirements for good engineering design and performance. The specifications also establish the bidder’s responsibilities to furnish all necessary appurtenances in complete conformance with the requirements stated herein.
- Any item not mentioned in this specification which is required for satisfactory performance shall be provided by the successful bidder with no additional reimbursement, even though it was not directly referred to in this bid.
- Request for additional information can be directed to:

Green Lake County Highway Commission

570 South Street
Green Lake, WI 54941
920-294-4060

dmashuda@co.green-lake.wi.us

Any and all bids will be considered whether they meet or exceed bid specifications. The Highway Commission reserves the right to reject any and all quotes and accept such quotes as may be most advantageous to Green Lake County. The successful bidder is responsible for making sure the Plow Equipment meets specifications and delivery requirements as specified.

By Order of the Green Lake County Highway Commission.

Derek Mashuda

Derek Mashuda
Highway Commissioner

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

The purpose of the attached specifications is to describe a new equipment package to be installed on a new tri-axle chassis with a 156" CT being purchased by Green Lake County Highway Department. The truck equipment package shall include dump body and hoist; central hydraulic system; reversible front snow plow; front mount patrol wing; rear tailgate sander; and other related accessories as detailed within. Descriptive literature for equipment and warranty statements shall be included and shall be considered part of the bid. These specifications are meant to provide a minimum performance and quality standard acceptable to the Green Lake County Highway Commission. Green Lake County Highway Commission reserves the right to include a pre-build and pre-paint inspections/meetings at the installer's location. The Green Lake County Highway Commission reserves the right to accept or reject any or all bids.

ASPHALT DUMP BODY AND HOIST

General:

Interior dimensions: 17' 6" x 84" western style cross member less understructure design. Body to be 100% welded.

Sides and Front:

Constructed of 3/16" AR450 steel with a 200,000 psi tensile strength, and 150,000 psi yield strength. 62" front to 52" rear integral sloped sides (no welds on sides). Top rail to be fully boxed with integral dirt shedding design (no add on angle iron). Full depth rear corner posts to be constructed of 7 gauge 304 stainless steel, and having sloped dirt-shedding design. Full length fender made of 8 gauge 100XF steel. The front shall be sloped for installation of reservoir and valve enclosure. Shall not have a dog house at floor level.

Tailgate:

52" sloped asphalt tailgate constructed of 3/16" AR450 steel with a 200,000 psi tensile strength and 150,000 psi yield strength. Full boxed perimeter; single panel horizontal pressed in brace to prevent cracking of welds and rust through of cavities. Integral peaked top (no add on angle iron). Top hinge plate 1.5" thick with 1.25" grease-able pins. 1" thick tailgate latch fingers. Air trip release with 3.5" cylinder, closed-closed system. 3/8" high strength spreader chains. Center top mounted lifting loop. Asphalt tail (below floor) to be constructed of 7 gauge 304 stainless steel.

Floor:

Construction of 1/4" AR450 steel with a 200,000 psi tensile strength and a 150,000 psi yield strength. 18" side to floor radius for easy clean out. A Cougar DC3200 electric vibrator shall be installed under the body and include reinforced floor section.

Cab Shield:

1/2" cab shield, made of 10 gauge minimum steel, 100% welded to front wall of dump body. Exhaust stack must clear cab protector.

Lights:

FMVSS 108 lights and reflectors shall be installed in the dump body with all to be LED style lights. The LED lights shall be installed at the rear between the chassis frame rails. The lighting shall incorporate a heavy-duty weatherproof wiring harness and junction box to be installed on **cross member at trunnion area and have anti-corrosion protection**. All LED lights to have diffused lenses to allow for a minimum 35° viewing angle.

Body Accessories:

Body shall include a full-length grip strut walk rail on each side of the body. There shall be two additional grip strut steps above the walk rail at each rear corner. Grab handle shall be installed alongside the body steps. There shall be one step bolted inside of the dump body at the driver side rear corner. There shall be one fork and ring style shovel holder installed at the front of the body. Two pair of heavy-duty rubber mud flaps shall be provided, one pair behind the rear tires removable with hinged and pin brackets, and one pair frame mounted ahead of the rear tires secured by anti-sail brackets, and one pair ahead of tag axle.

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

Preparation and Paint:

After installation and add on of all welded accessories, the body shall be shot-blasted, washed and finished with baked on powder coat finish. The underside of dump body to be fully undercoated. Green Lake County Highway Commission reserves the right for a pre-paint inspection. Call prior to painting.

Hoist:

Trunnion mount inverted double acting front telescopic hoist. Minimum NTEA class 120 rating. Minimum of 6" hard chromed cylinder, 3 stage, and 153" stroke. Floating front cradle. Rear hinge assembly to incorporate greaseless composite Teflon bushings with removable stainless steel pins. Two body safety props, OSHA approved, mounted to provide 6' chassis frame to bottom of body clearance at front. Body up safety light in cab and OSHA approved electric back-up alarm. Hoist pull off valve to be incorporated into system to limit hoist dump angle.

Warranty:

5 year parts and labor on body and hoist. First three years 100%, last two years 50/50 parts and labor.

CENTRAL HYDRAULIC SYSTEM

General:

The central hydraulic system shall be a front mount load-sense system. Must have a qualified technician available on staff for all warranty work needing to be performed. Bidder shall have stock of all hydraulic controls bid that would be available for same day pickup.

Pump:

Pump shall be a pressure compensated piston pump with minimum 6.1 cubic inch displacement. Pump shall be rated for minimum 2700 rpm and 3600 psi pressure. The pump shall be mounted between the front frame rails of the chassis on a fabricated steel bracket that is bolted to the chassis frame. There shall be a 1" ball valve at the outlet of the pump. A Spicer 1310 or equivalent drive-line shall drive the pump.

Oil Reservoir:

The oil reservoir shall be a minimum 40 gallon capacity with internal baffles, and mounted above the frame and shall include a basket type filler breather cap, magnetic drain plug, 2" NPT suction port screen filter, and an external sight temperature gauge. This tank will be made from stainless steel. The reservoir shall be sloped to work in conjunction with front of the sloped front body. An in tank 10 microns return line filter with condition gauge shall be mounted in the reservoir. There shall be an in-line check valve in the return line to allow for filter servicing without oil leakage. There shall be a separate return line port for the pump control drain line.

Control Valve:

The hydraulic control valve shall be US manufactured, electrically activated load-sensing manifold style valve. The valve shall be mounted in a weatherproof stainless steel enclosure and shall be sloped to work in conjunction with front of the sloped front body. Valves required for operating hoist (40 gpm), double acting with body-up limit switch for body cylinder, plow raise, double acting plow angle, independent double acting toe and heel wing operation, sander sections, and liquid section.

Hoist/Plow/Wing Control:

The individual joysticks shall communicate through a Can Buss communications system both inside and outside the cab. Force America Ultra shall be the only accepted control.

Spreader Control:

Spreader control shall be a Can Buss communication system both inside and outside the cab closed loop ground speed orientated control system. Force America Ultra shall be the only accepted control. Chassis dealer to provide 6 pack of switches with wires run to back of cab.

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

Front Hoses and Fittings:

Hoses must be sized accordingly to provide optimum performance of all equipment, JIC and ORB fittings required. All quick couplers for plow and wing.

Rear Hoses and Fittings:

Hoses must be sized accordingly to provide optimum performance of all equipment, JIC and ORB fittings required. Spacing for all hydraulic fittings at rear of truck for salter, spinner and pre-wet system must have 3" spacing between each fitting and include dust caps and plugs for protection. Location of bulkhead fitting must be below hinge point and mounted in hitch plate.

Piping:

All hydraulic lines including the high pressure lines shall be stainless steel with stainless steel fittings on hard piping only.

List Exceptions:

FRONT PLOW AND PLOW HITCH

General:

All weld on moldboard and push frame to be 100% continuous welds.

Moldboard:

12' long x 55" high. Roll formed 10 gauge A569 steel. Integral shield. 4" x 4" x 3/4" structural angle bottom angle. 2" x 3" x 3/8" structural angle top angle. Minimum of six 1/2" thick one piece tapered flame cut ribs. Horizontal moldboard angle iron braces. Adjustable to minimum of three different pitch settings. 18" rubber snow deflector with metal mounting strap bolted to top angle. 42" orange cable markers shall be installed at moldboard ends.

Cutting Edge:

3/4" x 6" x 12' carbide with cover blade, wrap around curb guards.

Trip Mechanism:

Dual compression spring full moldboard trip with heavy duty 3/4" diameter trip springs.

Reverse Table: 4" x 4" x 3/8" front cross tube support with 4 attaching points to moldboard. 3 1/2" x 3 1/2" x 1/2" one piece structural angle semi-circle. 4" ship and car channel A-frame. Two 3" x 10" double acting reverse cylinders with nitrided rods. Screw adjustable parking jack.

Hitch Attachment: Loop style.

Preparation and Paint:

The entire plow assembly shall be shot-blasted, washed and finished with baked on powder coat finish. Moldboard orange, push-frame black.

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

List Exceptions:

FRONT PORTION PLOW HITCH

General:

QCP pin style loop receiver hitch. Front plow must overlap wing moldboard to prevent wind row between plow and wing.

Construction:

Hitch shall be custom built to the truck and designed to transmit plowing forces directly to the chassis frame rails. The hitch side plates shall be a minimum of ½" thick steel. There shall be a 4" x 4" x ½" structural steel tube perimeter and top cross bar. There shall be 1" x 3" steel thrust arms attached to both the side plates and chassis frame at an angle to provide extra push reinforcement. The lower hinge pivot bolt shall be a minimum of 1.5" diameter hardened grade 8 bolt. Hitch assembly must be removable and include custom brackets to allow the OEM truck bumper to be mounted back on the truck for summer use. All tubes will be capped with 100% welded steel. Cushion valve to be mounted to chassis portion of the hitch.

Lift and Tilt Cylinder:

4" x 10" double acting lift cylinder with nitrided rod.

Paint: Black

List Exceptions:

FRONT MOUNT PATROL WING

General:

Double function **full trip** design. All welds to be 100% continuous welds.

Moldboard:

29" toe to 39" heel tapered moldboard of 3/16" thick. 4" x 4" x ¾" structural angle bottom angle reinforced with 3" x 3" x ½" gussets. 2 ½" x 1" formed top angle. Minimum 6 vertical ½" thick one piece tapered ribs. Angle iron horizontal reinforcement between ribs. Orange marker at wing heel.

Cutting Edge:

¾" x 6" x 9" carbide with cover blade, wrap around curb guards.

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

Push Arms:

Two heavy-duty adjustable spring cushioned push arms. 3" outer tube with 2 ½" solid inner shaft. Adjustable length to maintain 90° angle to moldboard. Push arms to allow for full trip moldboard. Grip strut steps welded to wing push arms to allow for safe entry to the passenger door of cab.

Front Head Assembly:

Shall be a trailing arm design head assembly. Arms perpendicular to truck frame not acceptable. 36" florescent orange marker on head assembly. Chain attached to front of wing moldboard to prevent wing toe from going below grade.

Rear Wing Support:

Head of rear wing support to be removable for summer time use. There shall be a safety chain at the rear mount to secure the wing in the upright travel position. Heavy duty rear wing stop with rubber block shall be provided at the rear mount to make contact with the push arms.

Preparation and Paint:

Complete wing to be shot-blasted, washed and finished with baked on powder coat paint. Moldboard orange, all mounting hardware black.

List Exceptions:

TAILGATE SPREADER

General: Spreader brackets to be bolted to body

Trough Assembly:

Minimum 7 gauge 304 stainless steel with ¼" endplates. Quick detach mounting brackets incorporated into endplates with mating portion welded to body corner posts. Full opening top and bottom clean out with hinged upper lid and hinged lower trough.

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

Auger:

6" diameter with one-way flighting. Auger to be direct driven by low speed high torque orbital motor. There shall be an 18" long anti flow plate cover over the auger at the discharge opening.

Spinner Assembly:

Mounted independent of the bottom trough of spreader. Easy one-man mount/dismount design. 18" diameter poly spinner disc directly driven by hydraulic motor. Spinner shield

Tailgate Shields:

Stainless steel spill shields of removable design shall be installed full height of the dump body tailgate. They shall be removable without the use of tools. The spill shields shall also serve as a tailgate hold open kit.

Liquid Pre-Wet System:

140 gallon tailgate mounted poly tank with stainless steel brackets. Tank shall have integral anti-slosh baffles and two 5" top openings. Bronze gear pump, 7 gpm at 50 psi, 12 volt PWM proportional flow divider, all within sealed NEMA fiberglass enclosure. Two 2 gpm spray nozzles mounted at spreader spinner with half-moon plate. Strainer and hoses for applying liquid. Shall include bulk fill kit with cam lock couplers. Shall include flush kit with ball valve and suction hose.

List Exceptions:

OTHER SPECIFICATIONS

Steerable Pusher Axle: Pusher axle control to be coordinated with the cab and chassis supplier so that the control switch is located in the plow control tower.

Toolbox:

Buyers brand, part number 1705101, 18" aluminum toolbox on left hand frame rail.

Tarp System:

Fully automatic electric tarp shall be installed on the body. Heavy-duty motor with three year warranty. Steel side arms. Asphalt treated tarp material. In cab switch.

Rear Hitch:

1" thick steel pull plate welded into rear of chassis frame; Premier Saf-Tite 100 pintle hook **mounted 26" from ground to inside pintle hook**; 3/4" safety chain D-rings; painted black. Electric brake control shall be provided with 7 prong RV plug. Plate not to interfere with paver and shouldering machine. Contact county for dimensions.

ID Numbers:

The body installer shall weld county designated identification numbers to the plow, wing, spreader and any other removable item that the county deems necessary.

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

Lighting:

All lights as described previously plus:

- JW Speaker 9800 Heated LED plow lights with directional signals mounted to chassis hood with custom three point stainless brackets, with heated hood mirrors
- Work light for spreader; Buyers 1492116 amber
- Work light for wing; Buyers 1492116 white
- Wing light mounted on heel of moldboard, Whelen RSA03ZCR
- Whelen LED model R1LPPA, cab shield mounted on self-level bracket
- Two mirror mounted Ecco LED 7945A strobes
- Wiring for cab shield mounted lights to be run through sturdy conduit
- Stop/turn/tail lights, amber strobe lights, and clear reverse lights to be recessed in the rear posts of the dump body
All lights to be LED with diffused lenses
- One auxiliary work light wired into chassis reverse lights, Buyers 1492116 white
- All wiring to be soldered and heat shrunk and enclosed in sealed junction box at the trunnion cross member
- All wiring connections to have Weather Pack connectors, with anti-corrosion protection
- Locations of all lights and wiring subject to county approval

Electrical Enclosure:

Sealed fiberglass enclosure incorporated into sloped valve enclosure assembly shall house all electrical solenoids, relays, circuit breakers along with lift axle valving.

Manuals:

Parts and service manuals including electrical schematics for all items shall be provided in bound book upon delivery of the completed units.

Training:

Equipment installer to provide operator and mechanic training on operation of all equipment upon delivery of completed units. Equipment installer to calibrate granular and liquid systems at time of delivery.

Warranty:

Minimum full two winter season parts and labor on all equipment. Body and hoist to carry five year warranty. Bidder must include warranty statements. Bidder will be responsible for pick-up and delivery back to Green Lake County Highway Department shop.

List Exceptions:

MINIMUM SPECIFICATIONS FOR TRI-AXLE PLOW EQUIPMENT

DELIVERY:

- First Tri-Axle Plow Equipment package on or before October 31, 2023
- Second Tri-Axle Plow Equipment package on or before January 31, 2024

PRICING

Base Tri-Axle Plow Equipment package price as per specifications
including delivery in 2023

\$ _____

Base Tri-Axle Plow Equipment package price as per specifications
including delivery in 2024

\$ _____

**Total Tri-Axle Plow Equipment package price
including delivery for 2023 and 2024**

\$ _____

BIDDER SIGNATURE

**By signing below you are certifying that you meet or exceed all stated requirements for
Two Tri-Axle Plow Equipment:**

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

OAKWORKS®

923 East Wellspring Road
New Freedom, PA 17349 USA
(717)235-6807

Quote

Prepared for: Green Lake County DHHS
571 County Rd A
Green Lake, WI 54941

Ship To: Green Lake County DHHS
ATTN: Rachel Prellwitz
571 County Road A
Green Lake, WI 54941-8630 USA
9202944070 Cust PO# QUOTE

Shipping Terms: CIP-Destination

Quote Number	Quote Date	Account Number	Account Name	Prepared By
153470	12/10/2021	294439	Green Lake County DHHS	Lori Wynegar

Item Subtotal	Shipping & Handling	Tax State	Tax Amount	Quote Total
\$4,813.60	\$693.00	WI		<u>\$5,506.60</u>

Special Instructions

LIFTGATE / CALL FOR APPT / WHITE GLOVE / 1ST FL / UNPACK & REMOVAL OF DEBRIS. CLEMMER QTE # 12152021 7 – 10 days transit days
Oakworks stationary table Guarantee/Return policy does not cover freight back to our factory. Trucking companies will NOT set up. INSPECT ALL ITEMS
BEFORE SIGNING THE BILL OF LADING!

Thank you for the opportunity to provide you with a Quote. Please contact me at: medsales@oakworks.com or call me at 717-759-3146

Terms and Conditions

This quote is valid for 30 days for the products and services listed. Any changes will require a new quote. Please include your quote # when submitting your order. Product availability and estimated ship date will be confirmed at the time of order. Unless otherwise specified, shipping is via common carrier, curbside with lift gate, and delivery notification. The carrier will not offload or set up. Inspect all items for damage before signing the bill of lading.



QTY	Desc	PID	List	Disc	EA	EXT
1	100 Series Procedure Chair - Item Details: Fabric Color: TTPewter- Addnl Info: 100 Ser Chair 2.5" padding foot control options: hand control, arms	75254	5,270.00	12%	4,637.60	4,637.60
1	Procedure Chair Large Headrest Wide Headrest; 20"Wx11.5"L, for 100 Series and 300 Series Procedure Chairs - Item Details: Fabric Color: TTPewter	72717	200.00	12%	176.00	176.00

All prices shown are in US Dollars

Item Subtotal	Shipping & Handling	Tax State	Tax Amount	Quote Total
\$4,813.60	\$693.00	WI		\$5,506.60

Thank you for the opportunity to provide you with a Quote. Please contact me at: medsales@oakworks.com or call me at 717-759-3146

OAKWORKS®

923 East Wellspring Road
New Freedom, PA 17349 USA
(717)235-6807

Quote

Prepared for: Green Lake County DHHS
571 County Rd A
Green Lake, WI 54941

Ship To: Green Lake County DHHS
ATTN: Rachel Prellwitz
571 County Road A
Green Lake, WI 54941-8630 USA
9202944070 Cust PO# QUOTE

Shipping Terms: CIP-Destination

Quote Number	Quote Date	Account Number	Account Name	Prepared By
153470	12/10/2021	294439	Green Lake County DHHS	Lori Wynegar

Item Subtotal	Shipping & Handling	Tax State	Tax Amount	Quote Total
\$4,637.60	\$679.00	WI	\$292.42	<u>\$5,609.02</u>

Special Instructions

LIFTGATE / CALL FOR APPT / WHITE GLOVE / 1ST FL / UNPACK & REMOVAL OF DEBRIS. CLEMMER QTE # 12152021 7 – 10 days transit days
Oakworks stationary table Guarantee/Return policy does not cover freight back to our factory. Trucking companies will NOT set up. INSPECT ALL ITEMS
BEFORE SIGNING THE BILL OF LADING!

Thank you for the opportunity to provide you with a Quote. Please contact me at: medsales@oakworks.com or call me at 717-759-3146

Terms and Conditions

This quote is valid for 30 days for the products and services listed. Any changes will require a new quote. Please include your quote # when submitting your order. Product availability and estimated ship date will be confirmed at the time of order. Unless otherwise specified, shipping is via common carrier, curbside with lift gate, and delivery notification. The carrier will not offload or set up. Inspect all items for damage before signing the bill of lading.



QTY	Desc	PID	List	Disc	EA	EXT
1	100 Series Procedure Chair - Item Details: Fabric Color: TTPewter- Addnl Info: 100 Ser Chair 2.5" padding foot control options: hand control, arms	75254	5,270.00	12%	4,637.60	4,637.60

All prices shown are in US Dollars

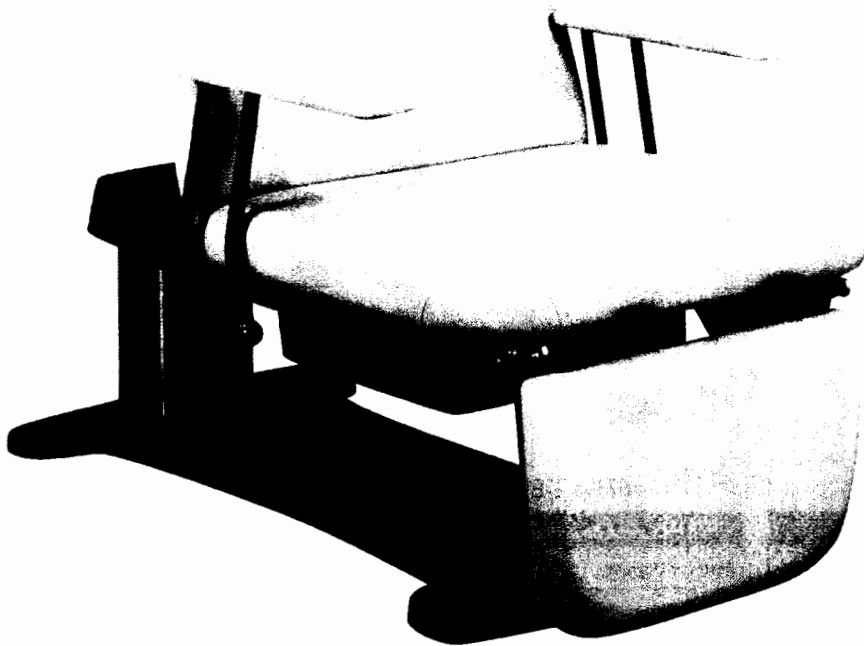
Item Subtotal	Shipping & Handling	Tax State	Tax Amount	Quote Total
\$4,637.60	\$679.00	WI	\$292.42	\$5,609.02

Thank you for the opportunity to provide you with a Quote. Please contact me at: medsales@oakworks.com or call me at 717-759-3146

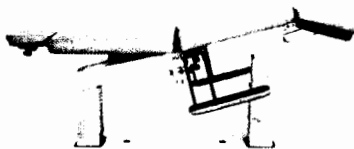
100 SERIES

Procedure Chair

- Powered height, backrest & tilting
- Open base design for great ergonomics
- 550 lb patient capacity



Shown in Taupe fabric with
Black Aesthetic Upgrade,
Arm Rests and Adjustable
Head Rest Platform & Pad.



FM584901

made in the USA
with US & imported parts

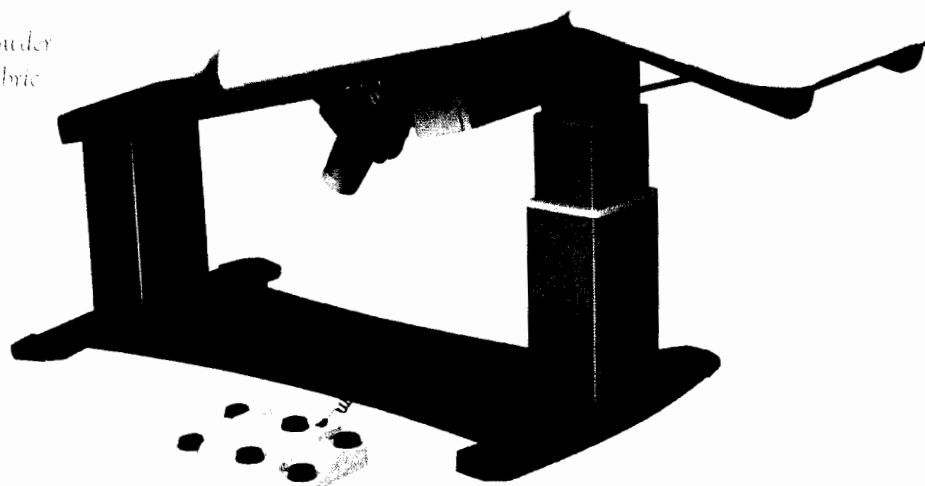


OAKWORKS®
MEDICAL
Position for Success

The 100 Series Procedure Chair gives you the flexibility to perform many different procedures while supporting great ergonomics and patient comfort. The twin tower design supports up to 550 lb and the top is designed for supine or prone positioning.

100 SERIES Procedure Chair

Shown in standard black powder coated base and Seafoam fabric



#67395-T-E* 2.5" Comfort

#73406-T-E* 4" Comfort

FEATURES	
3 Section Top	27" (69cm) wide x 74" (188cm) long with Head Rest [80" (203cm) long with Adjustable Head Rest extended]
Back rest	27" (69cm) wide x 26" (66cm) long
Seat	27" (69cm) wide x 24" (61cm) long
Leg rest	22" (56cm) wide x 13" (33cm) long
Motion 1	Electric Height Range: 19" - 35" (48-89cm)
Motion 2	Electric Trendelenburg/Reverse Tilt: +15°/-5°
Motion 3	Electric Backrest 0-80°
Motion 4	Manual 4 position Leg Rest 0-90°
Foot Control	Adjust Height, Trendelenburg/Reverse & Backrest
Weight Capacity	550 lb (250kg)
Product Weight	300 lb (136kg)
Padding	2.5" (6cm) or 4" (10cm) Comfort Foam™
Paper Roll Holder	Accommodates 18" (46cm) roll (roll not included)
Warranty	3 years parts, 2 years labor
Safety Listings	FDA listed, CE marked, cETLus listed, CB Certificate

OPTIONS must be ordered with table.		#
Aesthetic Upgrade	Acrylic base cover and skirt (specify color)	73177
Arm Rests	Fold down design	73174
Hand Control	Controls all functions (can be used with foot control)	69928
Non-USA electric system	Please contact us for order details	73134
Procedure Tray	12.25" (6cm) x 10.25" (26cm) and holds 2 quarts (1.9 liters) Available only with 4" Comfort Foam™ Reduces foam thickness in seat section to 2"	73042
Stirrups (Retractable Foot Rests)	Pull out from under seat section, fully adjustable	73175
T-rail, Fixed	Available for factory mount on one or both sides of the seat. 14" (36cm) long	73043

ACCESSORIES order any time. See accessories on page 59.		#
Adjustable Head Rest Platform	Adjustable angle & height, removable	71899
Procedure Chair Face Rest Crescent	For use when prone positioning is required. Use with Adjustable Head Rest Platform	69876-T*
Head Rest Pad	10" (25cm) long x 10" (25cm) wide Use with Adjustable Head Rest Platform	71976-T*
Large Head Rest	Adjustable in length, removable 11.5" (29cm) long x 20" (51cm) wide	72717-T*
T-rail Adapter	Attaches to chair at multiple locations for use with USA format T-rail attachable accessories	61902

*Fabric code (T) and Enclosure color code (E) (if ordering Aesthetic upgrade) must be specified when ordering.

ADJUSTABLE HEAD REST PLATFORM

#71899

Make your patient comfortable with this head rest platform that provides adjustable angle & height to fit their needs.

HEAD REST PAD

#71976-T*

Use the head rest pad with the adjustable head rest platform for optimum comfort.

10" (25cm) long x 10" (25cm) wide

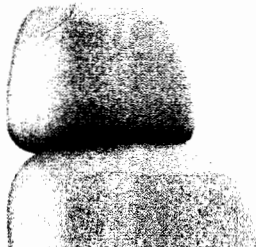


ACCESSORY

LARGE HEAD REST #72717-T*

This accessory is available by itself without the adjustable head rest platform and the head rest pad. It is removable and is adjustable in length.

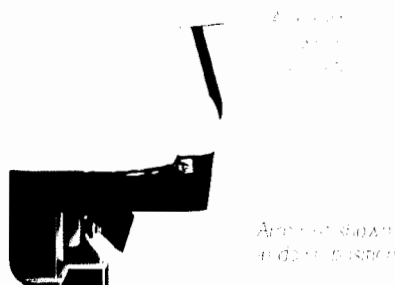
11.5" (29cm) long x 20" (51cm) wide



ACCESSORY

#73174

Fold down arm rests help the patient feel more secure. They fold down completely out of the way to ensure great access.



OPTIONAL

HAND CONTROL #69928

Add a hand control to adjust Trendelenburg, height, and backrest.



OPTIONAL

STIRRUPS #73175

Adjust to a wide range of angles & lengths to accommodate any patient or procedure. Retractable design stores inside the table.



OPTIONAL

PROCEDURE TRAY #73042

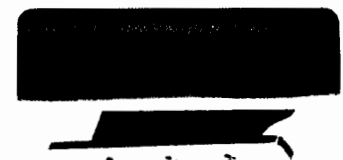
Retractable, removable stainless steel. 12.25" (6cm) x 10.25" (26cm) and holds 2 quarts (1.9 liters)



OPTIONAL

TRAIL ADAPTER #61902

Multiple locations allow you to choose the best spot for this easily installed & removed accessory capable of handling up to 150 lb (68kg). Can be used with any American standard accessory. 8" (20cm) long



ACCESSORY

OAKWORKS[®] **MEDICAL** *Position for Success*

100 Series Procedure Chair

100 SERIES PROCEDURE CHAIR

ENCLOSURE COLORS

Choice of 4 acrylic colors to match your decor. *Color code must be specified.



BLACK - BK



BEIGE - BG



COOL WHITE - CW



GREY - GR

PADDING



2.5" Comfort Foam™

Comfort and support

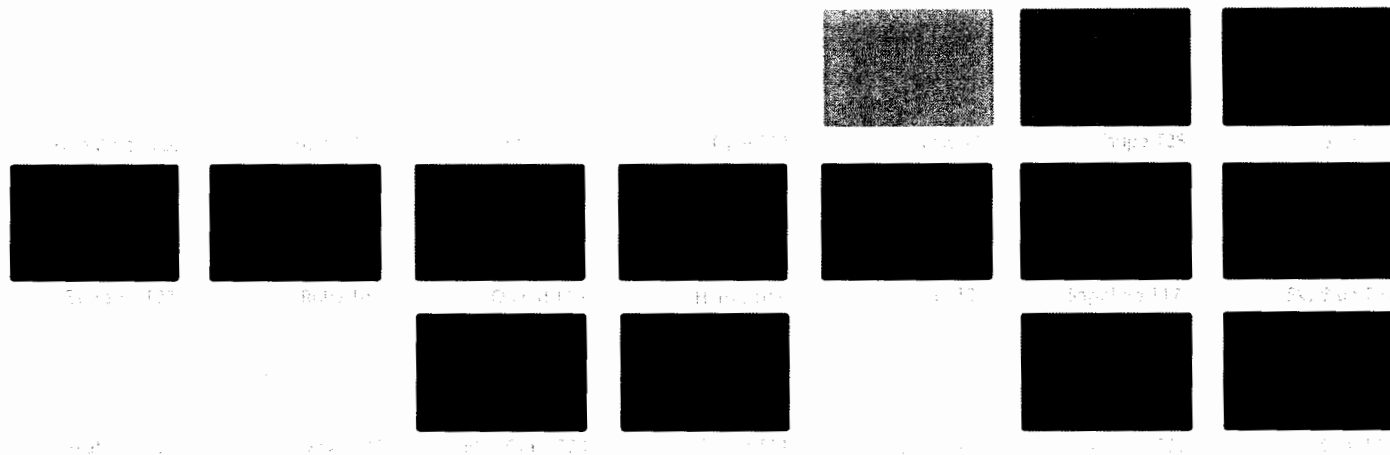


4" Comfort Foam™

Superior comfort and support

TERRATOUGH™ FABRIC

Meets the requirements of ISO 10993-1:2009 Biological Evaluation of Medical Tables & passes testing for Cytotoxicity, Skin Irritation & Sensitization as well as CA TB117 Fire Retardance testing. Please refer to the product cleaning instructions for a list of approved cleaners and disinfectants.



We strive to ensure that the colors displayed on our product images (online and in print) are as accurate as possible. However, due to the limitations of printers, scanners, computer monitors, and other equipment, the colors may not be accurate.

CONTACT:



*View our full
line of Medical
products*



#72703
Scan this code
with your
smart phone

717.235.6807 www.oakworksmed.com email: customerservice@oakworks.com



UMF Medical
1316 Eisenhower Blvd
Johnstown, PA 15904
800.638.5322 or 814.266.8726
Fax: 814.266.1870
www.umfmedical.com

SBA WOSB
Woman Owned Small Business

QUOTATION

To: Green Lake County Department of Health and
Human Services

Ship to Address:
Green Lake County DHHS
571 County Rd A
Green Lake, WI 54923

Attn: Rachel Prellwitz
Phone: 9202944070
Email: rprellwitz@co.green-lake.wi.us
Project Name: Green Lake County Department of Health
and Human Services

Quote ID: 2135-11452

Date: November 23, 2021

In response to your inquiry, we submit the following quotation:

Item #	Quantity	Description	Unit Price	Extended Price
4010-650-100	1 Unit	UMF Medical Power4010 Procedure Chair - programmable w/return-to-home, 650lb patient wt capacity, ADA access,electric receptacle, narrow back w/articulating headrest offers unparalleled patient comfort for office procedures. OneTouch Patient Positioning® System Hand Control allows clinician to customize patient position efficiently. Best-in-Class seamless, removable upholstery w/ PreFixx® Protective Finish to assist w/ Infection Prevention. Available in 16 Colors . Ships Assembled for easy installation.	\$9,234.23	\$9,234.23
4010-650-200	1 Unit	UMF Medical Power4010p Procedure Chair - programmable w/return-to-home , 650lb patient wt capacity, ADA access,electric receptacle, narrow back w/articulating headrest offers unparalleled patient comfort for office procedures. OneTouch Patient Positioning® System Hand & Foot Controls allow clinician to customize patient position efficiently. Best-in-Class seamless, removable upholstery w/ PreFixx® Protective Finish to assist w/ Infection Prevention. Available in 16 Colors. Ships Assembled for easy installation.	\$9,781.70	\$9,781.70
4010-650-300	1 Unit	UMF Medical ProGlide4010 Procedure Chair w/OneTouch WheelBase® System for infection prevention, patient & staff safety-allows tables to be easily moved to clean room & flex space, 650lb patient wt capacity, ADA access, programmable w/ return-to-home, electric receptacle, narrow back	\$10,613.30	\$10,613.30

w/articulating headrest offers unparalleled patient comfort for office procedures. OneTouch Patient Positioning® System Hand & Foot Controls allow clinician to customize patient position efficiently. Best-in-Class seamless, removable upholstery w/ PreFixx® Protective Finish to assist w/ Infection Prevention. Available in 16 Colors. Ships Assembled for easy installation.

3001	1 Unit	UMF Medical FusionONE_ADA Model 3001-Power Hi-Lo Exam Table with Pneumatic Backrest, Seamless Upholstered Top, Foot Control, Front Storage Drawer, Rear Reversible Storage Drawer-Available in 16 Colors. Ships Assembled for easy installation.	\$2,886.35	\$2,886.35
3002	1 Unit	UMF Medical FusionONE_ADA Model 3002-Power Hi-Lo Exam Table with Pneumatic Backrest, Seamless Upholstered Top, Stirrups, Foot Control, Front Storage Drawer, Rear Reversible Storage Drawer-Available in 16 colors. Ships Assembled for easy installation.	\$3,001.85	\$3,001.85
3003	1 Unit	UMF Medical FusionONE_ADA Model 3003-Power Hi-Lo Exam Table with Pneumatic Backrest, Seamless Upholstered Top, Stirrups, Drain Pan, Electrical Receptacle, Drawer Warmer, Foot Control, Front Storage Drawer, Rear Reversible Storage Drawer-Available in 16 Colors. Ships Assembled for easy installation.	\$3,463.85	\$3,463.85

Notations: These prices reflect contract pricing and do not include a distribution fee which is negotiated between the customer & authorized distributor and added to the pricing by the authorized distributor. Pricing is based upon the quantities specified in this quotation. Any deviation from the specified quantities may result in a re-quote. Pricing is quoted FOB Factory for quantities specified. ***Please Note: Freight estimates are subject to change and will need to be updated closer to the time of shipping.** A White Glove Delivery Estimate (*for the delivery of 1 table*) has been provided below. White Glove Delivery includes Lift Gate, Inside Delivery, Placement in Room of Choice, Set up for Use, Removal of Packaging Materials. Removal of old exam tables is available also for a separate fee. We tentatively advise 16-18 weeks manufacturing lead time which begins upon receipt of purchase order, payment confirmation and color selection if applicable. **Lead times are very fluid with the global supply chain delays that we are all experiencing, so the given lead time is for the date and time that this email was sent and is subject to change. If we receive your PO today, we can quote you 16-18 weeks manufacturing lead time. Once your order is entered, we will confirm your estimated ship date as soon as possible.** Lead time may vary based upon actual project award and will be determined when purchase order is received. If project requires a shorter lead time, please contact UMF Medical immediately.

Lead Time: **16-18 Weeks Manufacturing Lead Time

White Glove Delivery: \$1,653.25

Payment Terms: Net 30 Pending Credit Approval

Pricing Valid for: 30 Days - (Until: December 23, 2021)

Approved By: NZeigler

Ordering Information: Please include the quote ID: 2135-11452 on the Purchase Order.

Freight Services Defined

Dock to Dock: Customer has receiving dock that can accommodate delivery by LTL Freight Carrier.

White Glove Delivery: unloading from truck, transporting product inside facility to room of choice, removal of product from skid, setting product in location of choice, removing all packaging materials. Old Table removal is available for a separate fee.

Lift Gate Freight Only: For deliveries without a loading dock, lift gate service gets the product off the truck to ground level. This does not place product inside building.

Lift Gate and Inside Delivery: Product is transported from the truck to just inside the front door of the building (Please note, this does not include room of choice.).

These commodities, technologies, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.

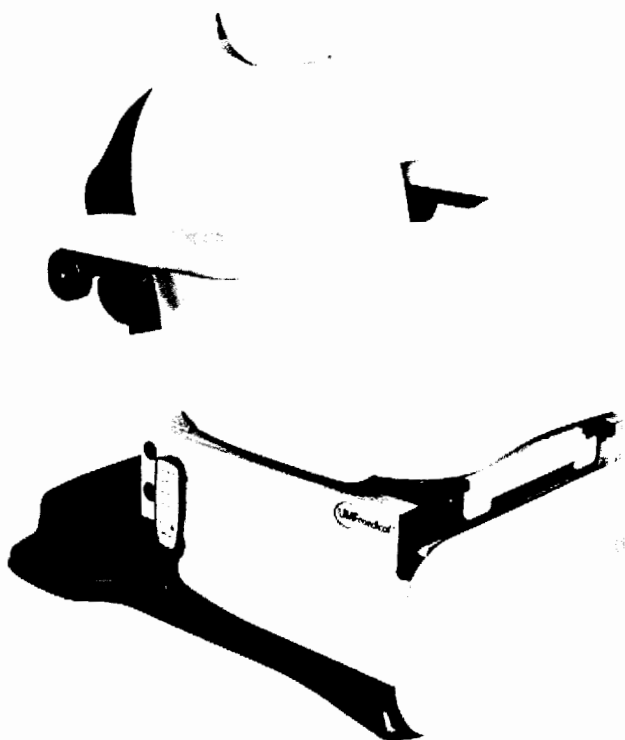
power4010

head-centric procedure chair

Procedure Chair with OneTouch Patient Positioning[®] System

For head-centric practices

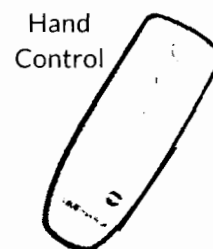
The power4010 is a product of extensive research and clinical feedback, developed to improve patient care and streamline the work of healthcare providers, such as ENT, Dermatology, and Plastic Surgery professionals. Designed for head-centric procedures, the power4010 meets ADA and U.S. Access Board regulations and accommodates the needs of most patients.



PROTECTS ● patients from infection ● facilities from damage ● staff from injury

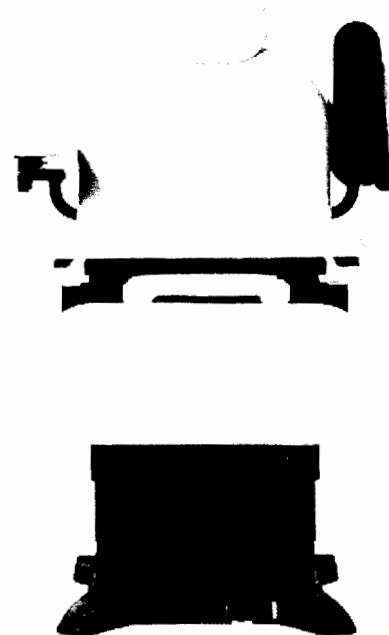
Key features at a glance

- Chair designed for head-centric practices
- Slim back cushion for accessibility
- Double-articulating headrest with height adjustability and interchangeable headrest options
- 650 lb. (294.84 kg) patient weight capacity
- Low access ADA height 18.5" (±0.5") 46.9cm (±1.27cm)
- 4 power functions: hi-lo, back, tilt, leg lift & extension
- Hand control with OneTouch Patient Positioning[®] System, 2 programmable positions and auto-return
- Power seat that tilts up
- Power leg lift for patient comfort
- Concealed 18" paper roll holder
- Trendelenberg, Lithotomy & Semi-Fowler positions
- Removable, seamless upholstery with Prefixx[®] Protective Finish
- Hospital-grade electrical receptacle with child safety cover (patient left)



Specifications

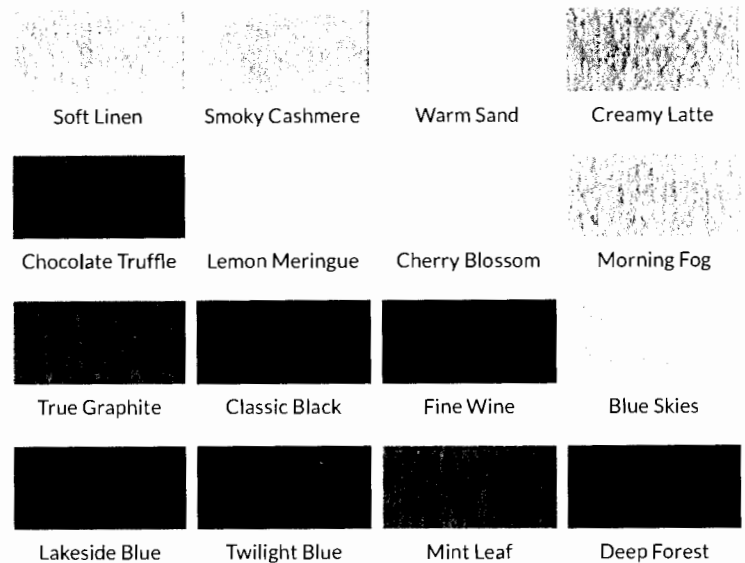
- Height: min. 18.5" (± .5") 46.9cm
(±1.27cm) at seat max. 37" at seat 93.9cm
- Seat width: 28" (71.12cm)
- Back width: 24.5" (62.23cm)
- Length: 70" – 80" with foot section
extended (177.8cm – 203.2cm)
- Leg rest: 28" W x 13" D
(71.12cm W x 33.02cm D)
- Dual electro-mechanical actuator
system for efficient speed
- Electrical: 120 VAC, 60HZ, 5 AMP
- International model: 4010-650-101:
220/240V, 50/60Hz
- Net weight: 410lb (185kg)
- Shipping weight: 450lb (204kg)
- Shipping dimensions: L64 x W30 x H41
(163cm x 76cm x 104cm)



Accessories

- 047 – Adjustable / self-leveling arms (pair)
- 050 – Removable U-shaped headrest
- 051 – Removable rectangular headrest
- 238 – Fixed armboard package (EA)
- 239 – Articulating armboard package (EA)
- 473 – Welch Allyn light bkt capabilities
for #48955 (patient left)
- 474 – Welch Allyn light bkt capabilities
for #48955 (patient right)
- 830 – Patient safety strap
(factory installed only)
- 910 – Easy power table installation kit

Colors



ALL UMF MEDICAL PRODUCTS ARE MADE IN THE USA

power4010p

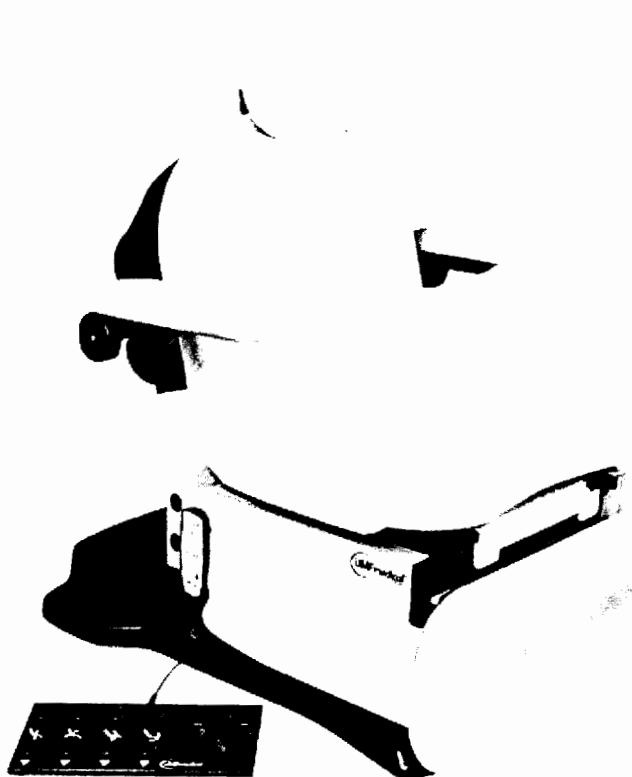
head-centric procedure chair

Procedure Chair with OneTouch Patient Positioning® System

For head-centric practices

The power4010p is a product of extensive research and clinical feedback, developed to improve patient care and streamline the work of healthcare providers, such as ENT, Dermatology, and Plastic Surgery professionals.

Designed for head-centric procedures, the power4010p meets ADA and U.S. Access Board regulations and accommodates the needs of most patients.



PROTECTS



patients from infection



facilities from damage

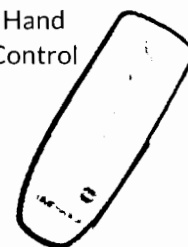


staff from injury

Key features at a glance

- Chair designed for head-centric practices
- 650 lb. (294.84 kg) patient weight capacity
- Low Access ADA Height 18.5" (±0.5") 46.9cm (±1.27cm)
- 4 Power Functions: hi-lo, back, tilt, leg lift & extension
- Hand control with OneTouch Patient Positioning® System, 2 programmable positions & return-to-home
- Foot control with OneTouch Patient Positioning® System, 2 programmable positions and return-to-home
- Double-articulating headrest with adjustable height and interchangeable headrest options
- Slim back cushion for accessibility
- Removable, seamless upholstery with Prefixx® Protective Finish
- Trendelenburg, Lithotomy, Semi-Fowler positions
- Hospital-Grade electrical receptacle with child safety cover (patient left)
- Concealed 18" paper roll holder
- 3 year limited warranty

Hand
Control



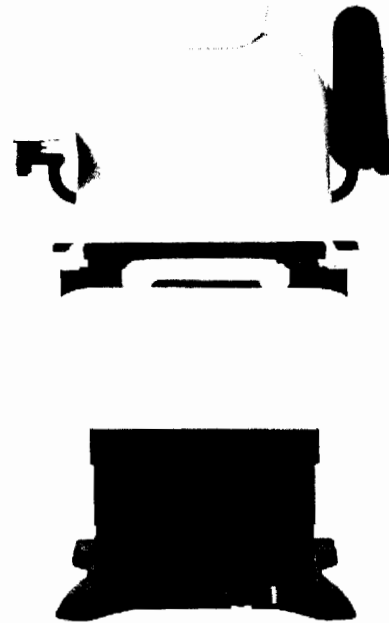
power4010P

head-centric procedure chair



Specifications

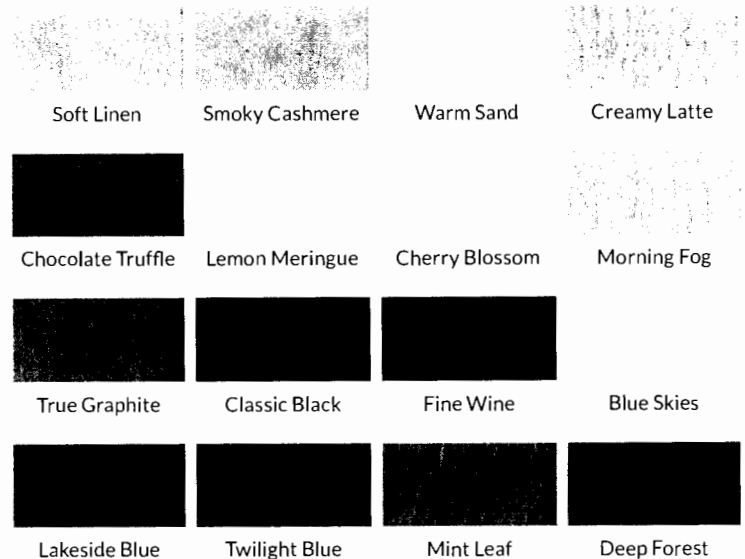
- Height: min. 18.5" (±.5") 46.9cm (±1.27cm) at seat max. 37" at seat 93.9cm
- Seat width: 28" (71.12cm)
- Back width: 24.5" (62.23cm)
- Length: 70" – 80" with foot section extended (177.8cm – 203.2cm)
- Leg rest: 28" W x 13" D (71.12cm W x 33.02cm D)
- Dual electro-mechanical actuator system for efficient speed
- Electrical: 120 VAC, 60HZ
- International model: 4010-650-101: 220/240V, 50/60Hz
- Net weight: 410lb (185kg)
- Shipping weight: 450lb (204kg)
- Shipping dimensions: L64 x W30 x H41 (163cm x 76cm x 104cm)



Accessories

- 047 – Adjustable / self-leveling arms (pair)
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- 830 – Patient safety strap (factory installed only)
- 910 – Easy power table installation kit

Colors



ALL UMF MEDICAL PRODUCTS ARE MADE IN THE USA



Ph: +1 814.266.8726 | Fax: +1 814.266.1870
1316 Eisenhower Blvd., Johnstown, PA 15904 USA

UMFmedical.com

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proglide4010

head centric procedure chair

Procedure Chair with OneTouch WheelBase® System, OneTouch Patient Positioning® System, Hand and Foot Control

For head-centric practices

The proglide4010 is a product of extensive research and clinical feedback, developed to improve patient care and streamline the work of healthcare providers, such as ENT, Dermatology, and Plastic Surgery professionals.

Designed for head-centric procedures, the proglide4010 meets ADA and U.S. Access Board regulations and accommodates the needs of most patients.



PROTECTS



patients from infection



facilities from damage



staff from injury

Key features at a glance

Chair designed for
head-centric practices

OneTouch Wheelbase®

650 lb. (294.84 kg) patient
weight capacity

Low access ADA height
18.5" (±0.5") 46.9cm
(±1.27cm)

4 Power functions: hi-lo,
back, tilt, leg lift & extension

Hand control with OneTouch
Patient Positioning® System,
2 programmable positions
& return-to-home

Foot control with OneTouch
Patient Positioning® System,
2 programmable positions
and return-to-home

Double-articulating headrest
with height adjustability and
interchangeable headrest options

Slim back cushion for accessibility

Removable, seamless
upholstery top with
Prefixx® Protective Finish

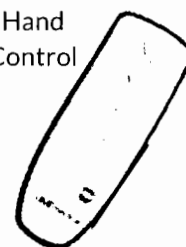
Trendelenberg, Lithotomy
& Semi-Fowler positions

Hospital-Grade electrical receptacle
with child safety cover (patient left)

Concealed 18" paper roll holder

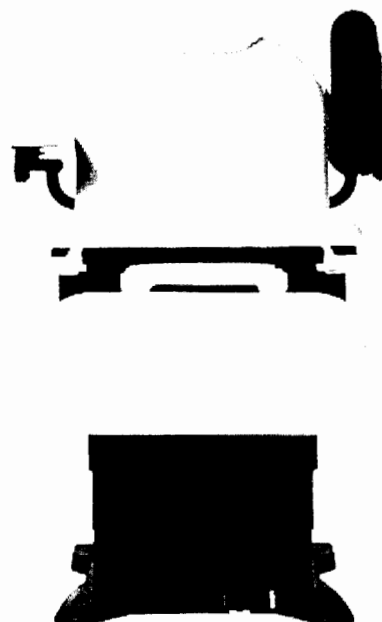
3 year limited warranty

Hand
Control

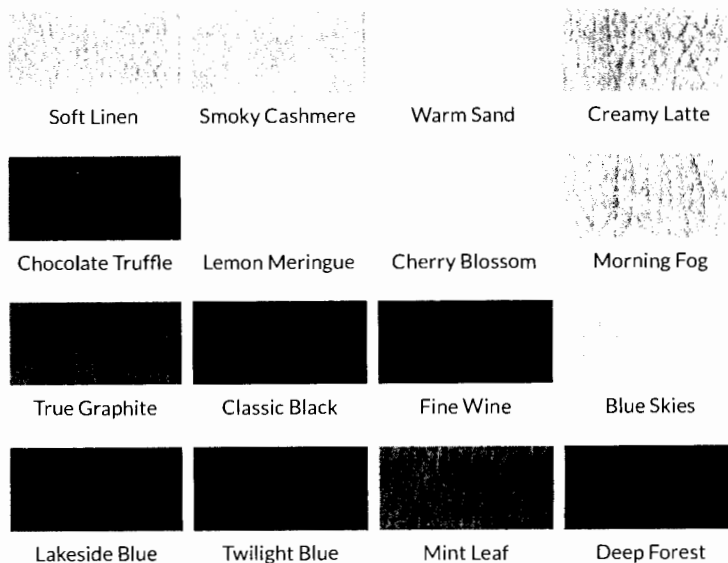


Specifications

- Height: min. 18.5" (±.5") 46.9cm (±1.27cm)
at seat max. 37" at seat (93.9cm)
- Seat width: 28" (71.12cm)
- Back width: 24.5" (62.23cm)
- Length: 70" – 80" with foot section
extended (177.8cm – 203.2cm)
- Leg rest: 28" W x 13" D (71.12cm
W x 33.02cm D)
- Dual electro-mechanical actuator
system for efficient speed
- Electrical: 120 VAC, 60HZ , 5 AMP
- International model: 4010-650-301:
220/240V, 50/60Hz
- Net weight: 450lb (204kg)
- Shipping weight: 490lb (222kg)
- Shipping dimensions: L64 x W30 x H41
(163cm x 76cm x 104cm)



Colors



Accessories

- 047 – Adjustable / self-leveling arms (pair)
- 050 – Removable U-shaped headrest
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for #48955 (patient right)
- 830 – Patient safety strap
(factory installed only)
- 910 – Easy power table installation kit



ALL UMF MEDICAL PRODUCTS ARE MADE IN THE USA



Quote ID: 229665

Green Lake County DHHS | 11-23-2021

Rachel Prellwitz | 920-294-4070 | rprellwitz@co.green-lake.wi.us

Thank you for requesting information on the items listed below. At CME, each member of our team is dedicated to assisting you with your equipment, logistics, and service needs. We appreciate your business, and look forward to serving you.

We are pleased to quote the following:

Quantity	Item	Price	Sub-Total
1	# CESS-804212-00001 830 Procedure Chair, Std Base, 100-240V Mfg: MTI Mfg Part #: 830-001-80	\$9,747.00/EA	\$9,747.00
1	# CESS-804234-00007 Uph Kit, Seamless 830-Premium-Slate Mfg: MTI Mfg Part #: 130-2100-00-250	\$615.00/EA	\$615.00
1	# CESS-804154-00007 Arms, Patient, Slide Back Floating G2 (Pair)-Premium-Slate Mfg: MTI Mfg Part #: 130-2074-00-250	\$762.00/EA	\$762.00
1	# CESS-FREIGHT Dock to Dock Freight Mfg: CME Mfg Part #: FREIGHT CME Corp Fed Tax ID: 05-0077434 Dhs: 630196314	\$485.00	\$485.00
Sub-Total:			\$11,609.00

If you have any questions or need additional information, please feel free to contact me.

Thank you,

Katie Kernozek | Government Sales Representative | 401-298-4338 | kkernozek@cmecorp.com

Terms: | Quote expires on 12-23-2021

NOTE: Unless specified, sub-total does not include tax, freight or DTS/installation.

For Direct-To-Site (DTS) services ordered off this proposal if a "need by date" should change and CME is informed 6 weeks before the original "need by date" then the new "need by date" will become the delivery date of record and the 30 days of free storage will commence from that date. CME neither expressly nor impliedly warrants against defects in design, workmanship and materials of parts or materials of products not manufactured by it. CME shall give the Buyer (insofar as it is assignable) the benefits of any express written warranties given by the manufacturer of the products. Seller makes no and hereby disclaims all other warranties, express or implied. All information set forth herein, including any pricing information, is confidential information of CME and shall not be disclosed, published, or utilized in any fashion without CME's prior written consent.



Quote ID: 229665

Green Lake County DHHS | 11-23-2021



Strength in patient care™

830 SERIES CHAIRS

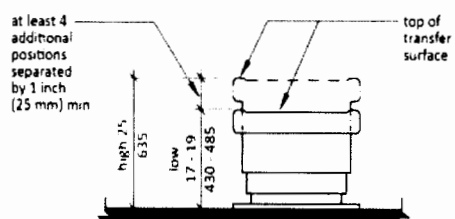
Designing for ***Accessibility and Safety***

Changing Patient and Healthcare Demographics

There are a number of factors that led MTI to design ADA Compliant accessibility and safety standards into its newest products. Amongst those are the high percentage of people with mobility disabilities, the obesity percentage among U.S. adults, the average age of patients continuing to rise, and the high percentage of healthcare worker injuries.

MTI's ADA Compliant accessible chairs and tables can help reduce patient and healthcare worker injury and distress to achieve a true patient and healthcare worker centered design. They also help reduce liability issues and increase patient satisfaction and employee retention using the newest technology and quality standards.

MTI's ADA Compliant chairs and tables meet the **17"-19" entry height** and all other ADA requirements.



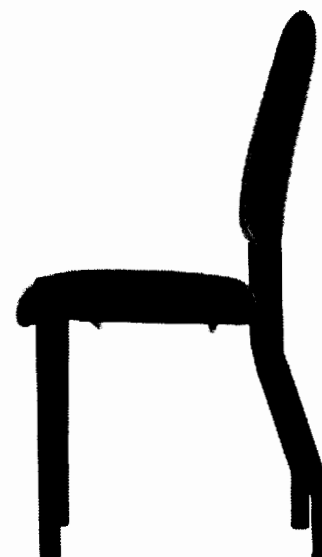
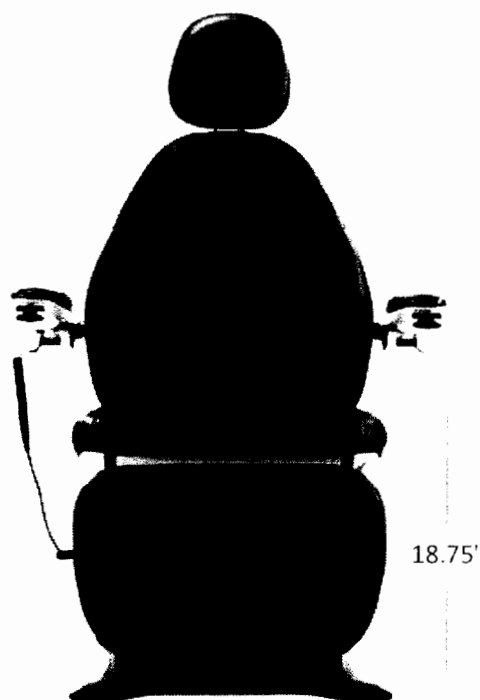
13.7%

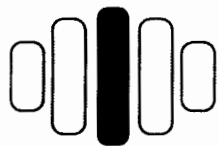
Of people with a disability have a mobility disability¹



42.5%

Of US adults are obese²





1 out of 5

Of all injuries reported in the US is healthcare related³



Healthcare workers are almost 3 times more likely to suffer from a work-related injury than construction workers³

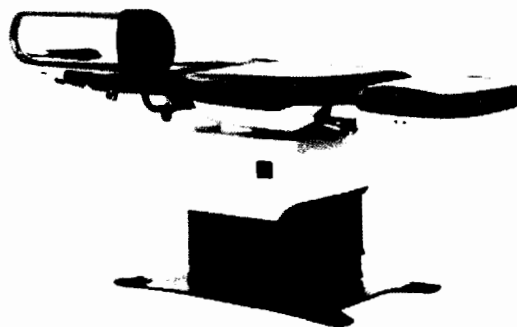
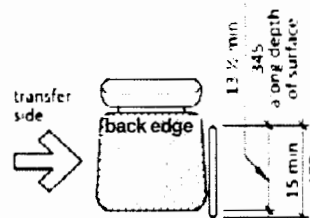
The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 are federal civil rights laws that prohibit discrimination against individuals with disabilities in every-day activities. In 2010, Section 510 was added to the Rehabilitation Act of 1973 that requires the Access Board to issue standards for medical, dental and ophthalmic diagnostic equipment to ensure such equipment is accessible to, and usable by, individuals with disabilities.¹

In 2017, the U.S. Access Board added part 1195 to title 36 of the Code of Federal Regulations as a published document in the Federal Register to meet the requirements of Section 510 of the Rehabilitation Act of 1973 for an ADA Compliant chair and table². Two of the key components to this regulation are the entry height of 17"-19" and a patient transfer support, with which MTI's ADA Compliant chairs and tables comply.

Transfer *Supports*

MTI's Transfer Support is ambidextrous, rotates 180 degrees, and meets all ADA requirements.



This information is not to be construed as legal advice. For more information about ADA guidelines, visit the ADA website at www.ada.gov or call the ADA information line toll-free at 800.514.0301 (voice) or 800.514.0333 (TTY).
<https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.htm>
<https://www.cdc.gov/obesity/data/adult.html>
<https://www.bls.gov/nf/soc-charts-2018.pdf>
<https://www.access-board.gov/attachments/article/1861/mde-rule.pdf>

SmartTech™

The MTI 829 and 830 Procedure Chairs in any base version (standard, swivel or mobile) are ADA Compliant. Meeting all ADA requirements, the 830 Series provide easy patient ingress/egress and equal access for patients and caregivers with disabilities.

The 830 series power lift, back, tilt, foot, and 7" automatic power foot extension functions provide superior patient positioning and comfort. To meet user requirements, the 829 is a 22" wide version and the 830 is a 25" wide version.



ADA

Compliant with All ADA Regulations



Controls

Hand and Foot Controls with Seal-A-Membrane for Cleaning and Disinfecting



Extension

Power Footrest Extends Automatically for Taller Patients



Hassle Free

Maintenance Free with No Lubricating Point Joints - EVER!



Hibernate

Auto 60" Sleep Mode - Unloading



Home

ADA Compliant Home and Programmable Home Positions



Memory

4 User-Defined Programmable Positions



Movement

Removable Slide Back Patient Arms Compensate with Backrest Movement (optional)



Safety

Smart Safety™ Technology Helps Keep the Chair in Safe Positions



Soft Start

Technology Providing Smooth Start and Stop Movements



Speed

Ultra Quiet Low Noise DC Motor with Speed and Torque



Swivel

Auto Lock and Lock Release Electrical Swivel Settings Up/Down



Universal

Universal power supply for 100-240 volt applications



Upholstery

Quick Installation and Removable for Easy Cleaning and Replacement

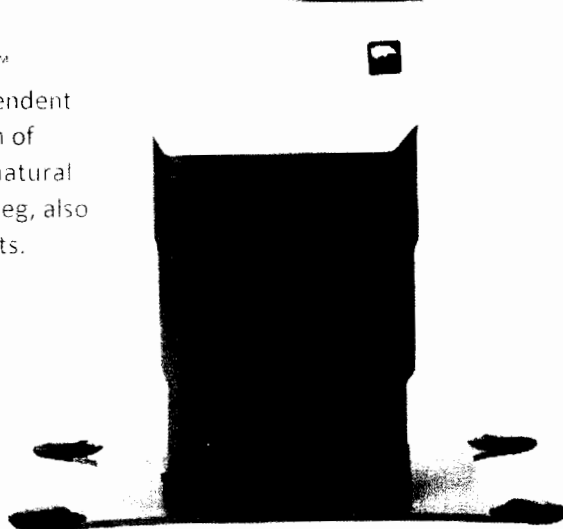
Complies with Johnson 39 CFR Part 1195 Standards for Accessible Medical Equipment. MTI 829-830 are listed to the following standards: IF 60601-1-2006 Ed 3-1

Approved Equipment and 2010 ADA Standards for Accessible Design (111-A) NF 60601-1-2006 Ed 3-1 (USA) CL 2 296001-1-2014 Ed 3-1 NF 60601-1-2014 Ed 3-1

ComfortSync™



The 830 Series ComfortSync™ provides a smooth and independent 7" automatic power extension of the footrest as it follows the natural relationship of the patient's leg, also accommodating taller patients.



Low Voltage Motors: power lift, back, tilt, foot, and 7" foot extension featuring ComfortSync™

Height: 18.75"-39"

Length: 73" plus an additional 7" headrest extension

Width: model 829 is 22" and model 830 is 25"

Backrest: tapered

Patient Load Capacity: 725 lb

Controls: foot & hand

Programmable Buttons: 4 dynamic user-programmable buttons

Home Button: ADA Compliant home and user-programmable home positions

Headrest: oval articulating

Leveling Glides: built-in

G2 Accessories: plug and play accessories

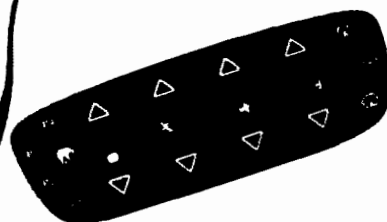
Patents: 10432737, 7362129, 9487174, 9123495, 0760314
with 10432737 Patent Pending
All views by design, ©



Ultra quiet DC motors are 300% torque and are up loading the 830 Series hydraulic cylinder patient lift cylinder.



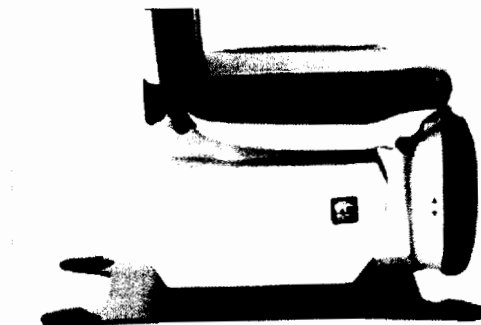
Hand control unit



Whispered membrane for easy, pleasant, quiet, lifting ring



The lift and sleep design defines a very anatomic design for patient access.



ADA Compliant 18.75" height seat with 7" accommodation for footrest extension and wide chair seat with a 10" round dent for wheelchair.

Base Options

Choose one of three ADA Compliant bases.

The Swivel Base's Safe Swivel™ lock can be set to a Lock/Unlock or Auto-Lock setting. For safety, the swivel auto-locks during unsafe movements. While swiveling the chair, the power and foot control cords do not swivel with the chair.



Standard



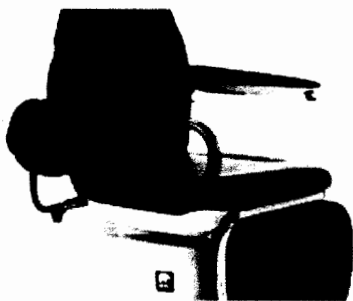
Swivel



Mobile

Arms

Choose from multiple arm options. Our patented Spline System™ provides quick and easy attachment and removal of accessories.



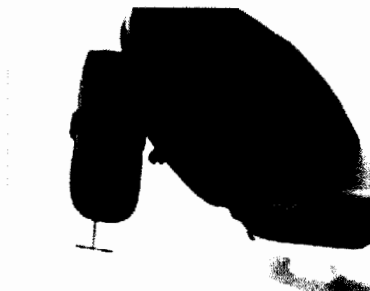
Transfer Support



Patient Arms



Hand/Forearm



IV & Surgery
Arms



Oral Surgery IV Arms
(various models)

Headrests

Additional headrest cushions for quick and easy cushion changes with a simple twist of a knob.



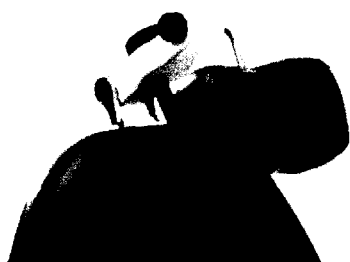
Deep Oval



Horseshoe



Magnetic



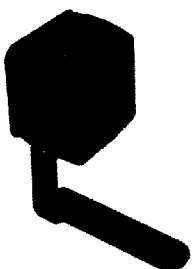
Prosthetic



Rectangular



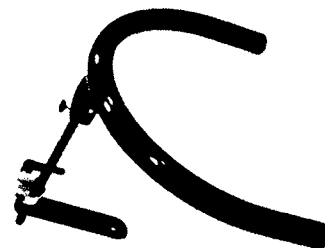
Forearm Supports
(Prosthetic & Deep Oval)



Head Stabilizer Cushion



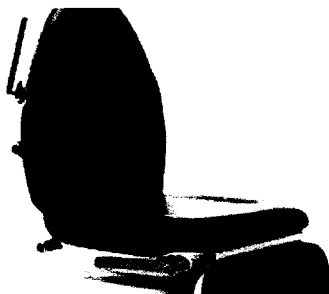
Crescent Shaped Wrist Support



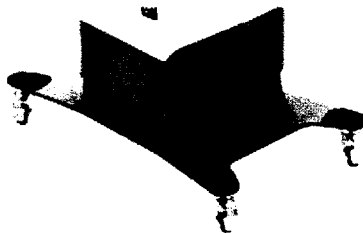
U-Shaped Wrist Support

Accessories

Choose from various G2 Plug-n-Play Accessories to customize your chair for any exam or procedure.



Accessory Rails



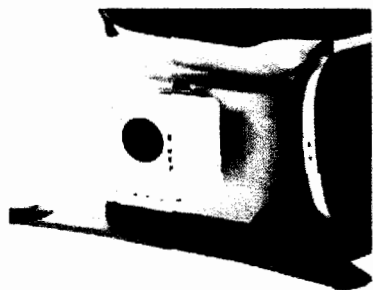
Casters



Duplex Outlet

Accessories

Choose from various G2 Plug-n-Play Accessories to customize your chair for any exam or procedure.



Electrosurgery
Removable Mount



Exam Boots



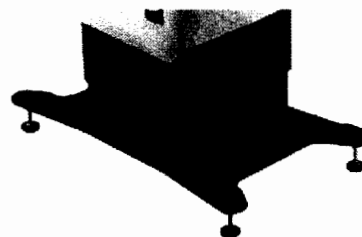
Exam Light
(Chair back or post mounted)



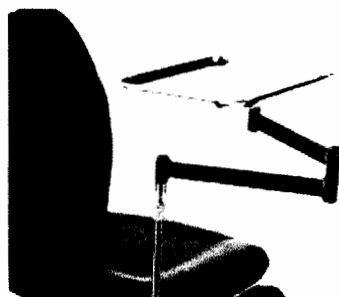
Foot Control Mount
(Standard & Mobile Bases)



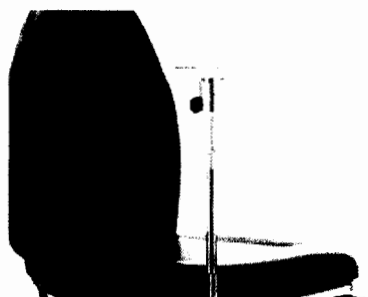
IV Rod



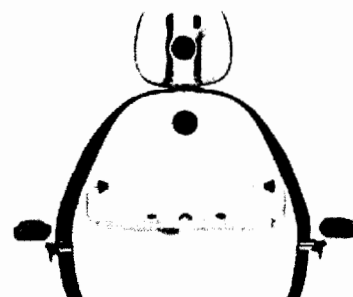
Leveling Glides, 2"



Mayo Tray



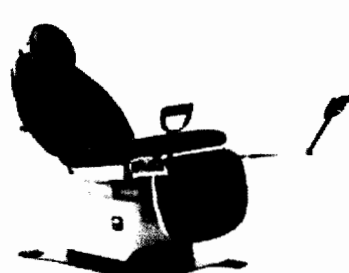
Patient Monitor Mount



Paper Roll Holder
18-21" Adjustable



Power Cord, 3'



Removable Stirrups



Restraint Straps
Body & Leg

Green Lake County Maintenance Department 2021 Annual Report

Information submitted on this report was generated by the
Green Lake County Expenditure Detail Report by Account for
01/01/21 thru 12/31/21

Submitted by:

Scott A. Weir
Maintenance Director/Parks & Recreation Director
Green Lake County

Green Lake County Maintenance Department Annual Report

571 County Road A

	2020	2021
Trash/Recycle	6,539.69	7,510.33
Pest Control	1,467.50	1,355.00
Contracted Services (FRI-Janitorial)	7,868.88	9,177.89
<hr/>		
Mandated Inspections/Service Contracts		
Elevator Inspection	570	570
Star Fire Supression System (ROD)	630	968.5
Fire Sprinkler System	350	350
Fire Suppression Jail Kitchen	268.4	296.4
Portable Fire Extinguishers	227.34	515.17
Otis Elevator	8,746.64	5,031.36
ACC HVAC	6,215.00	6,253.00
Permits to Operate	300	100
<hr/>		
Water Conditioning	2,842.00	2,401.00
Grounds/Grounds Improvements	4,768.86	6,199.18
(Includes facility/grounds new surge protector)		
Janitorial Supplies/Equipment	12,504.63	12,244.98
HVAC Corrections	3,096.37	1,318.92
HVAC Govt. Center/HHS/Justice Center	9,494.04	523.37
2020 included software upgrade to Delta System		
Plumbing Corrections	575.35	1,704.63
Plumbing Govt. Center/HHS/Justice Center	256.66	1,040.69
Capital Outlay (Plumbing/ New Water Heater)	0	6,743.56

Electrical Corrections	1,799.77	2,721.10
Electrical Govt. Center/HHS/Justice Center	984.45	1,117.07
Building Repairs Interior/Exterior Corrections	753.24	131.08
Building Repairs Interior/Exterior Govt. Center HHS/Justice Center	781.39	158.9
Exterior Window Cleaning	1,575.00	1,653.99
Elevator Repairs	2,803.68	0
Fire Suppression/Alarm System Repairs (Corrections/Jail)	460	2,130.94

Lake Steel Street

Food Pantry Area

HVAC	792.23	22.75
Electrical	0	26.16
Plumbing	120.7	48.57
Build Repairs Interior/Exterior	148.11	15.98
Grounds/Grounds Improvements	1,043.97	177.4

Maintenance/Parks & Recreation Area

HVAC	0	0
Electrical	0	19.96
Plumbing Sump Pump Project	0	320.21
Building Repairs Interior/Exterior	143	0
Grounds/Grounds Improvements	0	0

FRI	31.4	313.54
Training	0	100.05
PPE	1,429.40	2,073.90
Maintenance Tools/Consumables	2,429.57	2,402.97
Vehicle/Equipment Maintenance	2,936.99	4,002.36
Maintenance Fuel/General	1,632.40	1,149.61
Cell Phones	1020.54	1,207.79
Office Supplies/Print Management	61.63	29.54
Radio Towers Generator Maintenance	661.27	5,175.71
Radio Towers Buildings/Grounds/Fuel	1,632.40	2,343.51

March 01, 2022
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Unplugged sink Unit A – Corrections
Cleaned water button on sink E5 foreign debris jammed inside button – Corrections
Installed new gasket and vac breaker B7 toilet - Corrections
Replaced 1 - 48" lamp in fixture jail lobby visitation area by door #6 – Corrections
Replaced 1 – 36" T-5 lamp and 1 – 24" T – 5 lamp in jail elevator – Corrections
Mandated Fire suppression system inspection/maintenance performed by Fire & Safety (kitchen)
02/15/22 – Corrections
Replaced damaged door stop LL garage – SO
Repaired damaged auto flush on urinal men's public restroom 2nd. floor
Relocated partial environments room #2104 to room #2150 – HHS
Installed new sink water fixture Training area kitchen – UWEX
Copier/Printer delivered to Hwy. Dept per request – IT
Ordered and delivered 50 LED 4' lamps per request (Josh) - HWY
Mandated State elevator inspection on facilities elevators performed 02/21/22
General Maintenance performed
Scheduled Maintenance performed

500 Lake Steel Street

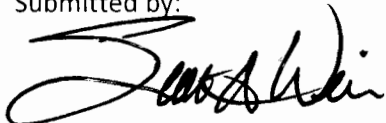
General Maintenance performed
Scheduled Maintenance performed

Tower Sites

Princeton – Replaced 9v battery in control panel
Markesan- Replaced 9v battery in control panel
Kingston – Replaced 9v battery in control panel Snow plow (1)
Green Lake – Replaced 9v battery in control panel Snow plow (1)
Berlin – Replaced 9v battery in control panel
General Maintenance performed
Scheduled Maintenance performed

Maintenance Department Annual Report submitted to County Admin. and County Clerk 02/17/22

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is fluid and cursive, with a large initial "S" and a distinct "W" at the end.

Scott A. Weir

Maintenance Director/Parks & Recreation Director
Green Lake County