

Jefferson County
Joint Finance and Highway Committee Minutes
August 11, 2015

Finance Committee members: Braughler, James B (Vice Chair) Poulson, Blane-Absent
Hanneman, Jennifer (Secretary) Schroeder, Jim
Jones, Richard C. (Chair)

Highway Committee members: George Jaeckel (Chair) Al Counsell
Ron Buchanan Carlton Zentner-Absent
Walt Christensen

1. **Call to order** – Jim Schroeder called the meeting to order at 6:00 p.m.
2. **Roll call (establish a quorum)** – All committee members were present except for Blane Poulson and Carlton Zentner who were excused. Staff in attendance were Ben Wehmeier, Blair Ward, Bill Kern, Brian Udovich, Mark Watkins, Joe Nehmer and Brian Lamers. Other County Board members included Laura Payne, Steve Nass and Amy Rinard. Others present included Alexa Zoellner from Jefferson Daily Union.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No Changes
5. **Communications** –None
6. **Public Comments** – None
7. **Discussion and possible action on the acquisition of up to 8 acres of land outside the city limits of Lake Mills from parcels #018-0713-2341-000 and/or #018-0718-2342-000, for the purpose of re-aligning highway A and potential creation of a county park.**
Wehmeier explained that the resolution was changed from the initial 8 acres to 4 acres. The land is currently owned by 4 family members and is up for a judicial sale. It was discussed that for the Highway A realignment approximately 1.52 acres would be needed leaving a remnant parcel of approximately 1.69 acres. Watkins talked about the erosion and runoff issues into Rock Lake from that property caused by the former landowner which had been continuing for many years. Nehmer talked about interest by the DNR in purchasing an adjoining parcel of property that would allow access to Rock Lake. There was discussion about the cost of the land purchase. Wehmeier stated that the resolution authorized up to the asking price, but could be less with the ability of the Administrator to negotiate the price. From the Highway Committee a motion was made by Buchanan/Counsell to give approval for the Administrator to negotiate for the purchase of land, not to exceed 4 acres, at a negotiated price with approximately 1.52 acres to be purchased using funds from the Highway budget for the realignment of County Highway A and the remaining remnant, approximately 1.69 acres, to be purchased using contingency funds. The motion passed 4-0. From the Finance Committee a motion was made by Braughler/Hanneman to approve using highway department funds to purchase the land necessary for the realignment of County

Highway A and using contingency funds to purchase the remnant. The motion passed 4-0. This was the same motion passed by the Highway Committee.

8. **Adjourn Joint Finance and Highway Committee**-For the Highway Committee a motion was made by Buchanan/Christensen to adjourn at 6:45p.m. The motion passed 4-0. For the Finance Committee a motion was made by Hanneman/Braughler to adjourn at 6:45p.m. The motion passed 4-0.

Finance Committee Only

1. **Call to order** – Richard Jones called the meeting to order at 6:45 p.m.
2. **Roll call (establish a quorum)** – All committee members were present except for Blane Poulson who was excused. Staff in attendance were Ben Wehmeier, Blair Ward and Brian Lamers.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No Changes
5. **Communications** –None
6. **Public Comments** – None
7. **Discussion and possible action on a resolution for budget adjustments to move capital funds from the HVAC project at the Courthouse to improvements to Courthouse parking lots.** Wehmeier explained the savings with the repair of the HVAC and the moving of funds from one capital account to another for the purpose of improvements to parking lots at the Courthouse. A motion was made by Braughler/Hanneman to adjust the budget for Courthouse HVAC to improvements to Courthouse parking lots. The motion passed 4-0.
8. **Adjourn** – A motion was made by Hanneman/Braughler to adjourn at 6:50p.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll

Jefferson County



Request for Proposals Refuse Collection

Proposals Due: September 3, 2015

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1.0 Introduction

The primary objective of this process is the procurement of services for Refuse Collection of Jefferson County which includes collection from 10 different sites.

Incurring costs

Jefferson County is not responsible for any costs incurred by the Vendor in the preparation of the proposal, participation in the Vendor's meeting or for any other costs in responding to the RFP.

2.0 Proposal Submittal Instructions

2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on the county website (www.jeffersoncountywi.gov/RFP).

Activity	Time	Date
RFP Released		August 17, 2015
Proposals Due	4:30 p.m.	September 3, 2015
Finance Committee Review		September 10, 2015
County Board Approval		October 13, 2015
Anticipated Start Date		January 1, 2016

2.2 Submission of Questions

Questions shall be submitted to: Mark Miller – Central Services
311 S. Center Avenue
Jefferson, WI 53549
(920) 674-7198
markm@jeffersoncountywi.gov

2.3 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked "Refuse Collection Proposal." Vendors shall submit 3 copies of their proposal in paper form.

Sealed Proposals must be delivered no later than 4:30 p.m. on September 3, 2015 to:

Jefferson County Administration
311 S. Center Avenue, Room 111
Jefferson, WI 53549

2.4 Opening of Proposals

The proposals will be opened September 4, 2015 at 10:00 a.m. There will not be a public opening.

2.5 Ownership of Proposals

All proposals become the property of the County upon submission and the proposals will not be returned to the Vendors. By submitting a proposal, the Vendor agrees that the County may copy the proposal for purposes of facilitating the evaluation.

2.6 Other Information

Vendors may submit any other information that is not described in this RFP that would be beneficial to the County. If in the Vendor's opinion the County has overlooked any material or relevant item, such item(s) may be brought to the County's attention and be included in the proposal.

2.7 Public Records Law

All proposals are subject to the Wisconsin Public Records Law.

3.0 Terms and Conditions

3.1 The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Any bidder may withdraw its bid any time prior to the scheduled time for opening of bids. Withdrawn bids will be returned unopened. All bids shall be effective and open for acceptance for a period of 45 days after bid opening.

3.2 The County reserves the right to re-issue any requests for proposals.

3.3 Upon the selection of a finalist Vendor, the County by its proper officials, employees or agents shall attempt to negotiate and reach a final agreement with this Vendor. If the County, for any reason, is unable to reach a final agreement with this Vendor; the County reserves the right to reject such Vendor and negotiate a final agreement with the Vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals and re-issue a request for proposals.

3.4 Clarification of proposals: The County reserves the right to obtain clarification of any point in a Vendor's proposal or obtain additional information.

3.5 The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

3.6 The County reserves the right to waive any formalities, defects or irregularities in any proposal, response and/or submittal where the acceptance, rejection or waiving of such is in the best interests of the County.

3.7 The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud or any other illegal practice on the part of the Vendor.

3.8 The Vendor, if selected, agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional or negligent act or omission of the Vendor or its (their) agents and/or subcontractors which may arise out of or be connected with activities covered by this contract.

3.9 The length of the contract is flexible and shall be determined by the county after considering proposals from the lowest responsible bidders and the annual cost to the county per year. Either party may terminate the contract by providing the other party with a 60-day written notice of termination.

3.10 The Vendor shall collect, transport and dispose of waste according to the schedule provided in the specifications for each location.

3.11 The pickup schedule listed is based upon anticipated needs. It should be noted however, that the County will only pay for actual pickups made. In the event extra pickups are requested by the County, the cost will be at the same contracted rate.

3.12 Adjustment of container sizes, quantities and/or frequency of pickups shall be provided by written notification of changes to Jefferson County and subject to appropriate financial adjustments.

3.13 The Vendor shall pick up garbage, trash and miscellaneous litter around each collection site at a distance of ten (10) feet.

3.14 The Vendor shall maintain containers in a safe, presentable and clean manner. Any damage or vandalized bins shall be repaired or replaced by the Vendor within 48 hours of Vendor becoming aware that bins need to be repaired or replaced including, but not limited to, being notified by Jefferson County.

3.15 The Vendor shall bill the County monthly for services rendered. Invoices shall be itemized to include dates, locations and number of pickups for each container.

3.16 Vendor shall collect, haul and dispose of waste and recyclables with its own equipment and personnel. The Vendor will pay the landfill costs at an approved landfill site.

3.17 Insurance

3.17.1 The Vendor, if selected, agrees that in order to protect itself as well as the County, its officers, Board members and employees under the indemnity provisions set forth in the paragraph above, the Vendor will at all times during the term of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: Minimum amount statutory
- Comprehensive General Liability and Auto: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Excess Liability Coverage: \$1,000,000 over the General Liability and Automobile Liability Coverage

3.17.2 The County shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Vendor will furnish the County with written verification of the existence of such insurance. In the event of any action, suit or proceedings against the County upon any matter herein indemnified against, the County shall cause notice in writing thereof to be given to the Vendor by certified mail, addressed to its post office address. The County shall cooperate with the Vendor and its attorneys in defense of any action, suit or other proceedings.

4.0 Vendor Qualifications

Vendors shall prepare and submit a qualifications proposal in the following order:

4.1 Letter of Interest (not to exceed two pages)

4.2 Vendor experience and qualifications

4.2.1 Type of organization:

- a. Corporation proposing as a single entity for all services
- b. Corporation proposing as a prime entity for all services with sub-consultant(s)
- c. Joint Venture
- d. Partnership
- e. Other

4.2.2 Length of time in business and ownership history of prime and its sub-consultant(s) or joint venture partner(s)

4.2.3 Location of principal office that will be responsible for implementation of this contract.

4.2.4 Location of other offices which resources may be drawn.

4.2.5 Size, resources and capabilities of responding entity.

4.3 Relevant Experience

4.3.1 Company experience providing similar services to other Wisconsin Counties, municipalities and counties in other states.

4.4 Organization and Key Personnel – identify primary contact and any key support personnel

4.4.1 Qualifications of key personnel/staff providing services under this proposal. Indicate firm of origin where more than one company is involved if prime business entity is responding.

5.0 Proposal Pricing

5.1 Total Proposed Cost

Cost should include a breakdown of the different pick up sites on a monthly basis, except for the 2 special items of on call at the Highway Shop in Ixonia and the Fair Week at the Fair Park. The County has decided to let the Vendor submit a bid for services for a minimum of 2 years with a maximum of 7 years for proposals. Successful bidder will supply and maintain all necessary containers, hook-ups and removal of waste.

5.2 Payment Schedule

Jefferson County's preference is to pay for goods/services on a P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purposes. If so, all pricing must be inclusive of any and all fees associated with the acceptance of MasterCard; i.e. vendors are not to add notations such as "+3% service fee".

In addition, vendor should note how many days after receipt and acceptance of goods/services or receipt of invoice (whichever is later), payment must be processed to accept the credit card. Please keep in mind that we will not process payment until/unless compliance with the requirements/receipt of goods are confirmed and that Jefferson County requires a minimum of two (2) days to process P-Card payments.

If you are unable to accept credit card, payment will be made within thirty (30) days after acceptance of goods/services and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so, for example 1%/10 days.

6.0 Evaluation

6.1 Criteria

Jefferson County will evaluate proposals based on but not limited to the following: cost, vendor qualifications, discounts for early payment, willingness to accept P-Card payments and experience.

6.2 Vendor Interviews

The County may contact Vendors to clarify information in the Vendor's proposal.

Appendix A

Location	Type	Yards	Per Week	Proposed Monthly Fee						
				2016	2017	2018	2019	2020	2021	2022
Courthouse 311 S. Center Avenue Jefferson WI 53549	Trash Recycle	2 6	2x per wk. 2x per wk.							
Sheriff's Office 411 S. Center Avenue Jefferson WI 53549	Trash Trash Recycle	6 2 6	2x per wk. 2x per wk. 1x per wk.							
Fair Park 503 N. Jackson Avenue Jefferson WI 53549	Trash Recycle	6 4	1 x per wk. 1 x per wk.							
Human Services 1541 Annex Road Jefferson WI 53549	Trash Recycle	6 6	2 x per wk. Bi-weekly							
Workforce Development 874 Collins Road Jefferson WI 53549	Trash	4	1 x per wk.							
Highway Facility 1425 Wisconsin Drive Jefferson WI 53549	Trash Trash Recycle	8 8 6	1x per wk. 1x per wk. 1x per wk.							
MIS Building 402 S. Center Avenue Jefferson WI 53549	Trash Recycle	0.3 95 gal	1x per wk. Bi-weekly							
Parks Department 1555 Industrial Avenue Jefferson WI 53549	Trash Recycle	6 4	1x per wk. 1x per wk.							
Parks – Dog Park N5912 Hwy 26 Johnson Creek WI 53038	Trash	2	1x per wk.							

Special Services

Highway Facility W1593 Marietta Avenue Ixonia WI 53036	Trash	6	On-Call/ Per Empty							
Fair Week 503 N. Jackson Avenue Jefferson WI 53549	Trash Trash	8-6yd 1-30yd roll off	1x per day End of Fair							