

# Richland County

Public Works Standing Committee | Agenda Amended

April 12, 2023

## NOTICE OF MEETING

Please be advised that the Richland County Public Works Standing Committee will convene at 4:00 p.m., **Thursday, April 13, 2023** in the Richland County Board Room, 181 W. Seminary Street.

- **WebEx Videoconference, WebEx Teleconference, or Join by Phone** meeting access information at:  
<https://administrator.co.richland.wi.us/minutes/public-works/>

If you have any trouble accessing the meeting, please contact MIS Director *Barbara Scott* at [608]649-5922 or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us), or Public Works Standing Committee Chair *Steve Williamson* at [608]574-5520 or [steve.williamson@co.richland.wi.us](mailto:steve.williamson@co.richland.wi.us).

### Agenda

1. Call to Order
2. Proof of notification
3. Agenda Approval
4. Previous Meeting Minutes\*
5. Public Comment

### Administrative Report

6. Courthouse
  - a. Maintenance Report\*
7. MIS
  - a. Administrative Report
8. Highway
  - a. Administrative Report
  - b. Monthly Paid Bills\*

### Action Items

9. *Administration* | Discussion and Possible Action on:
  - a. Requested use of Courthouse Grounds by a Public Organization
  - b. Contract Review|Acceptance: East Hall Contract/Lease, Maintenance, Cleaning & Security
  - c. Maintenance Department Job Description
  - d. Order 3 Heating Units
  - e. Health and Human Services Wall
  - f. **UW Campus Tree Identification and Trimming**
10. *Highway* | Discussion and Possible Action on:
  - a. Bid Review|Awarding: Truck Body Builds
  - b. Office Cleaning Services
11. *MIS* | Discussion and Possible Action on:
  - a. Contract Review|Acceptance: County Website and Meeting Management
  - b. County Board Room Audio Project
  - c. Printing Software AS/400
  - d. **Barracuda Renewal**
12. *Treasury* | Discussion and Possible Action on:
  - a. Bid Opening|Acceptance: Tax Deed Parcel #006-0634-4100 -Town of Buena Vista
13. Discussion and Possible Action on the Boat Landing

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Works Standing Committee.

CC: ✓Committee Members ✓County Board ✓Department Heads ✓Richland Observer ✓WRCO ✓Valley Sentinel ✓Courthouse Bulletin Board

# Richland County

Public Works Standing Committee | Agenda Amended

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## Closed Session

14. Move into Closed Session Pursuant Wisconsin State Statute 19.85(1)(e) Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting of Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session
  - i. Status of UW Campus
15. Return to Open Session
16. Possible Action on Items Discussed in Closed Session

## Closing

17. Future Agenda Items
18. Adjournment

***\*\*Items in Bold have been Added and/or Modified and Items with a Strike have been Removed from Agenda\*\****

\*Meeting materials for items marked with an asterisk may be found at: <https://administrator.co.richland.wi.us/minutes/public-works/>

# Richland County

## Public Works Standing Committee | Meeting Minutes

March 22, 2023

The Richland County Public Works Standing Committee met on Thursday, March 9<sup>th</sup>, 2023, in the Richland County Board Room, at 181 W. Seminary St., Richland Center, WI 53581.

### Roll Call:

	Present	Absent		Present	Absent		Present	Absent
Josh Elder	✓	☐	Daniel McGuire	✓	☐	Marc Couey	✓	☐
Lisa Mueller	✓	☐	Steve Carrow	✓	☐	Julie Fleming	☐	✓
Randy Nelson	✓	☐	Richard McKee	✓	☐	Clinton Langreck	☐	✓
Barb Scott	✓	☐	Gary Manning	☐	✓	Cheryl Dull	✓	☐
Jason Marshall	✓	☐	Chad Cosgrove	✓	☐	Jeffrey Even	☐	✓
John Couey	☐	✓	Steve Williamson	✓	☐	Michael Windle	✓	☐

### 1. Call to Order

Committee Chair Williamson called the meeting to order at 4:04 p.m.

### 2. Proof of Notification

Committee Chair Williamson verified with Commissioner Elder that the meeting had been properly noticed.

### 3. Agenda Approval

Motion: Moved by Vice Chair Cosgrove, seconded by Supervisor Couey to approve the sixteen point[16-point] agenda. All voting aye, motion carried.

### 4. Previous Meeting Minutes

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to approve and accept the previous meeting minutes as presented. All voting aye, motion carried.

### 5. Public Comment

Discussion: No Public Comment

### 6. Courthouse

#### a. Maintenance Report

- Courthouse:
  - Video Conferencing: This has been put out for bids. At this time nothing has been received.
    - *Would like to improve video conferencing capabilities in small court room.*
  - Key Project: Inventory is completed. Using short-term borrowing to complete the key fob transition.
  - Land/Zoning Move: Conference room will be painted the week of March 13<sup>th</sup>. Estimated cost of \$1,855.
  - New/Replacement Doors: Installation of new Courtroom doors is still ongoing. Currently on the installation of 3<sup>rd</sup> door.
  - Window Replacement: Window replacement and installment is currently underway. So far 51 windows have been replaced with 20 still remaining.
  - Dark Skies Review: An assessment of County owned property lighting will be completed by a consultant free of charge.
  - Jail: Currently underway is a new console, jail door and new key FOB scanner.
  - DMV Kiosk: Public self-service now located on the 1<sup>st</sup> floor.
  - Mailbox: Moving the mailbox to new location on 1<sup>st</sup> floor.
  - Register & Probate Window Speaker: Installation completed.
- UW Campus Coppertop: Contract has been signed.

# Richland County

## Public Works Standing Committee | Meeting Minutes

- Land Swap: The Pine Valley farm lease and land swap project. Project Status: Suspended until the CTH O project has been completed.

### 7. MIS

#### a. Administrative Report

Discussion: Currently working on a county wide printer contract for bundling and cost savings.

### 8. Highway

#### a. Administrative Report

Discussion: No Update | Report given at this time.

#### b. Highway Monthly Paid Bills

Motion: Moved by Supervisor Couey, seconded by Chair Williamson to approve and accept the total of \$321,887.48 for the monthly paid bills for the Highway Department.

All voting aye, motion carried.

### 9. Discussion and Possible Action on Recommending a Change to the Richland County Committee Structure Document

[Admin]

Discussion: Agenda item to be deferred until the April Public Works Committee Meeting. In April the Committee would like to review the policy being developed as well as the document information currently available.

### 10. Discussion and Possible Action on a Courthouse Vehicle [Admin]

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to approve the donation to the Courthouse of a pickup truck from the Highway Department.

All voting aye, motion carried.

### 11. Discussion and Possible Action on Reviewing and Awarding 2023 Bids [Hwy]

#### a. Bid Review | Award: Garage Doors

Bid[s]:	TOTAL	Rated
<b>Carey's Seamless Gutters &amp; Doors</b>	<b>\$69,385.00</b>	<b>R17</b>
Location Belmont		
<b>David Allen Sales, Service &amp; Installation</b>	<b>\$45,450.00</b>	<b>R18.4</b>
Location Reedsburg		
<b>Garage Door Express</b>	<b>\$58,905.00</b>	<b>R18</b>
Location Lone Rock		
<b>Northland Door Systems</b>	<b>\$75,749.00</b>	<b>R17.5</b>
Location Prairie du Sac		

Motion: Moved by Supervisor McGuire, Seconded by Supervisor Couey to award the bid of replacement of the Highway shop garage doors to *Garage Door Express*.

voting 5-aye | 1-nay[Supervisor Carrow], motion carried.

#### b. Bid Review | Award: Fuel

Bid[s]:	Price/Gal	Transportation	Taxes   Fees	TOTAL	\$51,000 total cost [Updating Fuel System]
<b>Insight FS</b>	2.758 [-.020]	\$0.1030	\$0.3611	<b>\$3.2021</b>	.223/gal for 5yrs [average 55k annual gals]
<b>Vesbach</b>	\$2.758[+.046]	\$0.0670	\$0.4090	<b>\$3.2800</b>	.25/gal for 5yrs [average 55k annual gals]

Discussion: Bid Information the bid will represent the Junction City OPIS UBD RACK AVG, [plus or minus] per gallon price for the year of 2023. Should also include verification of pricing for the day of product delivery and a Cetane rating no less than 41. Payment terms are the first week of the following month. Also note on bids the consideration of replacing of our outdated fuel system, upfronting the cost and working out terms for paying off over a 5-year period.

Motion: Moved by Supervisor Couey, Seconded by Supervisor Carrow to award the bid for fuel to *Insight FS* and to put in updated fuel system at Richland County Highways own expense.

All voting aye, motion carried.

# Richland County

## Public Works Standing Committee | Meeting Minutes

### 12. Discussion and Possible Action on Replacement of Fleet Vehicles or Equipment [Hwy]

#### a. Lowboy Trailer

Discussion: Looking to replace the current lowboy trailer.

Bid[s]:	TOTAL	Price Details
Midwest Trailer Sales	\$29,442.00	Price of new trailer after trade of 2 of our current trailers in fleet.
Brooks Tractor	\$68,000.00	Price of new trailer after trade of 1 of our current trailers in fleet.
Tegeler Auto Inc	\$34,962.50	Price of used 2014 trailer after trade of 1 of our current trailers in fleet.

Motion: Moved by Supervisor Couey, Seconded by Vice Chair Cosgrove to go with *Midwest Trailer Sales* for the total cost of \$29,442.

All voting aye, motion carried.

### 13. Discussion and Possible Action on 2023 Equipment Replacement [Hwy]

Discussion: Checking into leasing or upgrading the current two-wheeled excavator for the 2024 budget cycle. Present the leasing terms and information at the next Public Works Committee meeting.

### 14. Discussion and Possible Action on the Consideration of County Website and Meeting Management [MIS]

Discussion: Current website is functional but not very user friendly. Would like to upgrade for ease of finding agendas and meeting minutes and ability to operate GIS system. Catallis is the recommended system with estimated cost of about \$10,000 for setup and \$7,500 annually for meeting management as well as \$8,500/ year for the website.

Motion: Moved by Vice Chair Cosgrove, seconded by supervisor Couey to bring the recommended system and information to the next department head meeting for the next steps to move forward.

All voting aye, motion carried.

### 15. Closing - Future Agenda Items

- Committee Structure
- Boat Landing [Richland County Side]

**Adjournment** – The next Public Works Committee meeting is set for Thursday, April 13, 2023 at 4:00 pm.

Motion: Moved by Supervisor Couey, seconded by Vice Chair Cosgrove to adjourn the meeting at 4:54 p.m.

All voting aye, motion carried.

Minutes respectfully submitted by,



Lisa Mueller

Bookkeeper, Highway Department

# County Properties

## Airport drainage ditch

### TOWN OF BUENA VISTA

006-3641-2000

006-3623-2000

006-3622-2000

006-3511-3000

## Akey School

### TOWN OF ORION

020-2413-1100

## Ash Creek Forest

### TOWN OF DAYTON

008-3641-0000

008-3644-0000

008-3642-0000

### TOWN OF EAGLE

010-0111-2000

### TOWN OF ORION

020-0621-1000

### TOWN OF RICHLAND

022-3132-0000

022-3124-1000

022-3133-0000

022-3134-1000

022-3123-1000

## Boat Landing

### TOWN OF ORION

020-4100-0900

23401 GINGERS RD

## Campus

### CITY OF RICHLAND CENTER

276-1712-1000

1100 US HWY 14 W

## Cemetery

### TOWN OF RICHLAND

022-3424-2100

Old Pine Valley Cemetery

## Courthouse

### CITY OF RICHLAND CENTER

276-2100-1400

181 W SEMINARY ST

## EMS Building

### CITY OF RICHLAND CENTER

276-1644-7000

1027 N JEFFERSON ST

## Fairgrounds

### CITY OF RICHLAND CENTER

276-0934-1100

276-0931-1000

276-0932-1100

### TOWN OF RICHLAND

022-0924-2200

022-0932-1100

022-0934-1000

022-0942-2000

022-0931-1000

**Green Space**

**TOWN OF EAGLE**

010-0531-1100

28725 COUNTY HWY E

CDBG-EAP Green Space. Boelman property

**HHS Building**

**CITY OF RICHLAND CENTER**

276-2100-1310

221 W SEMINARY ST

**Highway Shop**

**CITY OF RICHLAND CENTER**

276-0434-1100

120 BOWEN CIR

**Pier Park**

**TOWN OF ROCKBRIDGE**

026-1031-3100

026-1024-5000

**Pine Valley**

**TOWN OF RICHLAND**

022-3411-3000

25951 CIRCLE VIEW LN

**TOWN OF RICHLAND**

022-3522-2000

Across from PV, vacant land

022-3523-2000

Cemetery across from PV

**Quarry**

**TOWN OF RICHLAND**

022-0941-1000

Sand Quarry

022-1531-3000

Hwy N Gravel Pit

**Railroad Bed**

**CITY OF RICHLAND CENTER**

276-2632-1300

276-2633-1100

**TOWN OF BUENA VISTA**

006-3012-1100

006-3332-5000

006-3334-2000

006-3343-2100

006-3832-1100

006-3834-3100

006-0734-1100

006-3922-1100

006-3242-1200

006-3923-1100

006-3924-3100

006-3241-1200

006-3833-1100

006-0732-2100

006-1821-1100

006-1924-1100

006-1942-1100

006-0733-1100

006-1931-1100

006-1824-1100

006-1921-1100

006-1834-1100

006-1831-1100

006-4011-1100

006-3942-1100

006-0723-2100

006-3941-1200  
006-3913-2100  
006-3224-2200  
006-3044-1300  
006-3042-1200  
006-3013-1100  
006-3213-3100  
006-3223-1100  
006-3222-2200  
006-3111-1700  
006-4823-1100  
006-4721-1100  
006-4714-1100  
006-4712-1100  
006-4711-5100  
006-4012-1100

**TOWN OF ORION**

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020-0124-3000  
020-0144-3000  
020-1211-2100  
020-1214-1200  
020-0121-4100

**TOWN OF RICHLAND**

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022-3544-1100  
022-3521-1100  
022-3512-1100  
022-3513-1100  
022-2634-1100  
022-3542-1100  
022-3633-1100  
022-3514-2100  
022-3541-1100

**VILLAGE OF LONE ROCK**

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146-4830-0309

**ROW**

**CITY OF RICHLAND CENTER**

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276-2823-1200  
276-2823-1100  
276-2813-4300  
276-2741-1110  
276-2632-1400

**TOWN OF AKAN**

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002-0621-1100  
002-3344-2100  
002-2243-1100  
002-2724-1100  
002-2244-1100  
002-2312-2100  
002-2311-1100  
002-1434-1100  
002-2724-2100  
002-3333-1100  
002-2242-1100  
002-2731-1100  
002-1443-1100  
002-2241-2100  
002-1433-1100  
002-0624-1100



002-0732-1100  
002-3311-1200  
002-3334-1100  
002-3341-1100  
002-3343-1100  
002-2214-1100  
002-2721-1100

**TOWN OF BLOOM**

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004-1512-1200  
004-3142-1100  
004-1912-1100  
004-1033-1200  
004-1834-1100  
004-1521-1100  
004-1931-1100  
004-3134-1100  
004-1913-1100  
004-1924-1100  
004-2732-1100  
004-2543-1100  
004-2534-1200  
004-3112-1300  
004-3131-1100  
004-2732-9900  
004-3121-1100  
004-3113-1100  
004-3124-1200  
004-1921-1100  
004-3621-1200  
004-1034-1200  
004-3612-1200  
004-3611-1200  
004-3113-2100

**TOWN OF BUENA VISTA**

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006-3513-1100  
006-3224-1000  
006-3524-1100  
006-1844-1100  
006-3222-1000  
006-1943-1100  
006-1444-1200  
006-1344-1100  
006-1343-1200  
006-1334-1100  
006-0621-1100  
006-1333-1100  
006-0612-4100

**TOWN OF DAYTON**

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008-1741-1100  
008-1513-2100  
008-0712-1300  
008-1413-1100  
008-1423-1200  
008-1424-1100  
008-1513-1100  
008-1312-1700  
008-0212-1100  
008-1732-1100  
008-1311-1100

008-1742-1100  
008-3223-1100  
008-3224-1100  
008-0713-1100  
008-3232-2100  
008-1731-1100  
008-3232-1100  
008-0643-3100  
008-3223-2100  
008-1641-1100  
008-1631-1100  
008-1514-1100  
008-1514-2100  
008-1523-1100  
008-1524-1100  
008-1632-1100  
008-1614-1100  
008-1321-1100  
008-3231-1300  
008-1642-1100  
008-1411-3100  
008-1712-1400  
008-1524-2100  
008-1322-1100  
008-0841-1100  
008-0844-1100  
008-0922-1200  
008-0923-1100  
008-1414-1100  
008-1712-1300  
008-1713-1100  
008-0814-1100  
008-0814-2100  
008-0221-1100  
008-0742-3100

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**TOWN OF EAGLE**

010-0234-2100  
010-0231-2100  
010-2341-2100  
010-2314-2100

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**TOWN OF FOREST**

012-3322-1100  
012-2041-3100  
012-2912-1100  
012-3332-1100  
012-3324-1100  
012-3323-1200  
012-2914-1100  
012-2911-1100  
012-2833-1100  
012-2044-1100  
012-2043-1100  
012-2042-1100  
012-2941-1100  
012-3331-1100  
012-2944-1100

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**TOWN OF HENRIETTA**

014-3124-1200  
014-3123-1300

014-3141-1100  
014-3233-1100  
014-3234-1100  
014-3543-1100  
014-2133-1100  
014-3122-1300  
014-3623-1100  
014-3534-1100  
014-2712-1100  
014-2713-1100  
014-2244-1100  
014-2243-1100  
014-3232-1100  
014-3544-1200  
014-2731-1200  
014-1812-1100  
014-3113-2100  
014-2724-3100

**TOWN OF ITHACA**

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016-1413-9900  
016-1842-1100  
016-1423-9900  
016-3142-1100  
016-1843-1100  
016-1821-1100  
016-2412-1100  
016-1514-9900  
016-1911-1200  
016-2022-1100  
016-3131-1100  
016-2023-1100  
016-1844-1200  
016-1813-1100  
016-1731-5400  
016-1441-9900  
016-1431-9900  
016-1442-9900  
016-1824-1100  
016-3113-1100  
016-1732-2200  
016-1733-1100  
016-1541-9900  
016-1332-9900  
016-1432-9900  
016-1443-9900  
016-1731-6110

**TOWN OF MARSHALL**

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018-2211-1100  
018-1541-1100  
018-1432-1100  
018-0612-1100  
018-0613-1100  
018-0621-1100  
018-0624-1100  
018-3533-1100  
018-1431-1100  
018-3534-1100  
018-1442-1100  
018-1544-1100  
018-3532-1100

018-3332-1100  
018-3441-1100  
018-3333-1100  
018-1413-3100

**TOWN OF ORION**

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020-1612-9900  
020-1021-1100  
020-3234-1100  
020-3233-1100  
020-3232-1100  
020-0934-9900  
020-3231-1100  
020-0943-9900  
020-1621-9900

**TOWN OF RICHLAND**

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022-3411-2100  
022-3522-1100  
022-1812-1100  
022-1821-1100  
022-2823-9000  
022-0431-2110  
022-1723-1100  
022-1542-1100  
022-1534-1100  
022-1813-1100  
022-1531-1100  
022-1513-1100  
022-0542-2100  
022-0532-1100  
022-0531-1100  
022-0523-5100  
022-2222-1100  
022-2832-1100  
022-2842-9900  
022-0523-6100  
022-2741-1300  
022-2744-1300  
022-2633-1200  
022-2832-5100  
022-2632-1200  
022-2221-1100  
022-1822-1100  
022-1814-1100  
022-2831-1100  
022-0424-1100

**TOWN OF RICHWOOD**

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024-4122-1200  
024-2822-9900  
024-4213-1100  
024-1746-1400  
024-3031-1100  
024-3600-0650  
024-1746-2500  
024-2044-9900  
024-2133-9900  
024-2911-9900  
024-3023-1100  
024-3024-1100  
024-0614-2200

024-3032-1100  
024-1741-9900  
024-3600-1431  
024-4211-1100  
024-0422-9900  
024-1714-9900  
024-1745-8800  
024-0511-9900

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**TOWN OF ROCKBRIDGE**

026-1424-1100  
026-1533-1200  
026-1034-1100  
026-1031-1100  
026-1024-5100  
026-1023-1100  
026-0911-1100  
026-3241-3100  
026-3323-1100  
026-3332-1200  
026-1432-1100  
026-1423-1100  
026-1544-1100  
026-0912-1100  
026-3322-1100  
026-2142-1100  
026-0212-2100  
026-0512-1100  
026-0221-3100  
026-2144-1100  
026-1032-1100  
026-2212-1200  
026-0514-1100  
026-0222-1100  
026-2113-1100  
026-0914-1100  
026-2112-1200  
026-1644-1100  
026-1643-1100  
026-3244-2100  
026-1541-1100  
026-2211-1200

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**TOWN OF SYLVAN**

028-1431-1200  
028-0713-1100  
028-0714-1100  
028-0741-1100  
028-1334-9900

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**TOWN OF WESTFORD**

030-1233-3100  
030-0534-1100  
030-1233-4100  
030-3311-1100

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**VILLAGE OF BOAZ**

106-1914-6100

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**VILLAGE OF CAZENOVIA**

111-1233-1300  
111-1244-2500

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**VILLAGE OF VIOLA**

186-1922-1680

**Salt Shed****TOWN OF WESTFORD**

030-2424-4000

**Tax Deed****TOWN OF BUENA VISTA**

006-0634-4100

28299 US HWY 14

Old Motel

**TOWN OF MARSHALL**

018-0443-9900

Mostly ROW

**TOWN OF ORION**

020-2841-1200

Access Road

020-2842-1100

Access Road

020-1844-1200

**Vacant Lot****CITY OF RICHLAND CENTER**

276-1684-8200

460 W FIRST ST

House removed

**Viola Park****TOWN OF FOREST**

012-2032-4000

**Wayside****TOWN OF BUENA VISTA**

006-3334-3000

Discrepancy on ownership. Gotham Wayside

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Property Management Report:**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	09 March 2023	<b>Action Needed:</b>	Informational // may accept
<b>Disclosure:</b>	Open	<b>Authority:</b>	
<b>Date submitted:</b>	08 March 2023	<b>Referred by:</b>	

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to accept and file the property management report.

**Background:** *(preferred one page or less with focus on options and decision points)*

The Property Management Report is a reoccurring report composed with intensions of keeping the members of the Property, Buildings and Grounds Committee informed on projects and information impacting the courthouse facility and other properties under the committee’s care.

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**Attachments and References:**

Report inserted below	
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**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

Multiple impacts pending development

**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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## Richland County Committee

### Agenda Item Cover

#### Property Management Report:

#### COURTHOUSE

**a. Courthouse Key and Security Project - Status**

Assistant Cheryl Dull completed the inventory. Administrator Langreck has asked that 5 be rekeyed as follows: Judge's Chambers, Victim Witness Room, Ammunition Room, ~~Child Support Office~~ and Computer Server Room. *Child Support office has been completed.* Discussion continues on next steps and best set up for the Courthouse. May consider having vendors come in for presentations.

**b. Door replacement on courtroom – underway.**

**c. Window replacement:** Window replacement has started. They are waiting for safety tempered glass windows for the Courtroom, arched windows and 4 regular windows to complete the project.

**d. Conference Room 1 Set up:** Painting has been completed in Conference Room 1. Plan is to move the tables and chairs from the County Board room when the new tables for the County Board room are acquired (we do not have that timeline). Stackable orange chairs have been moved.

**e. County Board Room:** MIS did a vendor walk through for set up. Status?

**f. Exploring possible improvements to the small court room – improve video conferencing capabilities**

**g. Window speaker for Register and Probate – Complete**

**h. Mailbox:** Mailbox will be moved to 1<sup>st</sup> floor.

**i. DMV Kiosk:** Public service. Location 1<sup>st</sup> floor.

**j. Dark Skies Review:** A Consultant will be doing a free assessment of the County owned property lighting.

**k. Jail:** New console, jail door and new key FOB scanner project is underway.

#### OTHER PROPERTY REPORT

**l. Pine Valley Farm Lease and Land Swap -** Ongoing until County Hwy O road project is complete. Information on grant funding for pathway is being explored under (Transportation Alternatives Program).

**m. UW Campus Coppertop —** Contract has been signed. Work should be completed the week of April 10.

**n. East Hall –** Future plans. Keys returned? Cleaning?



## **Campus Tour 4/11/2023 Summary**

Present: Clinton Langreck, Administrator; Cheryl Dull, Assistant To the Administrator; Steve Williamson, Public Works Standing Committee Chair; Steve Carrow, Public Works Standing Committee; Jim Bell, UW Platteville Grounds Keeper; Everett Newberry, Retired UW Platteville Maintenance Supervisor.

The new Fire Alarm System in Melville and the Science Building ring to the Sheriff's Department. The old system in the remaining buildings is reaching end of life.

There is a MOU with the High School for the Gym & the Soccer Field. No details known.

It takes 4 days to mow the grass and trails.

### **GYM**

The boiler in the Gym is just for the Gym. Chemicals should be tested every 30 days. I historically has been done (maybe) every 6 months.

Precision Controls advised them during the last service that the system should be flushed.

There was previously an alarm system, per Everett Newberry, that advised if there are problems with the boiler. It has since been removed. The Counties insurance company has assisted the Courthouse with a monitor system. It should be considered for the Campus?

The electricity runs through the Gym for the Library, Gym, Admin Office and Student Center.

There are files in the office at the Gym for equipment, not sure if they are current.

The Generator for the Campus in the Gym. It should be tested monthly. The last record of it being tested was 2018. There is not auto test set up.

The Gym floor hasn't been sealed for 5 years, there has been minimum use but there is separation between the floor boards from expansion and contractions.

### **LIBRARY**

The AC has 2 zones. Currently 1 zone hasn't worked for over 2 years.

There are 6 Furnaces that are approximately 15 years old (just a guess). No manuals available to check.

Bathrooms should have auto occupancies switches added, because when the lights are turned on in the building, all lights turn on.

Water heater is a 1981.

### **TREES**

There are several ash trees in the center garden that should be removed for safety.

### **CLASSROOM**

Building is not being used. Consider storage for UW Extension office.

The Southeast AC unit doesn't work.

### **SCIENCE BUILDING**

Has a Honeywell monitor system. Precision Controls told them it needs a software update.

Dehumidifier doesn't work.

Boiler had new bearings in 2004. Main boiler motor was rebuilt in 2009

ALL chemicals should be removed by the UW when they vacate.

### **COPPERTOP**

Stage curtain is ripped. May contain asbestos.

Boiler chemicals are not being checked.

Maintenance logs are not filled out. Does that mean it's not being done?

Pumps were installed in 2006, 2021 and 2023

The kitchen equipment is all County Owned except for a 4 cooling units owned by Pepsi.

The table bases belong to the County, UW replaced the tops. Who owns the tables?

### **EAST HALL**

They will need storage space for "stuff" (Get Real and Fair items) Some are in the attic in the Gym. They have approximately 250 reams of paper.

The stove will be taken to the Fairgrounds.

Will need to have copy machine moved by Gordon Flesch.

They have a large refrigerator that they will take.

**JOSH ELDER**  
 Highway Commissioner  
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 josh.elder@co.richland.wi.us

**LONNIE HACH**  
 State Patrol Superintendent  
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 lonnie.hach@co.richland.wi.us

**DERRICK BROWN**  
 County Patrol Superintendent  
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 derick.brown@co.richland.wi.us



**Richland County Highway Department**  
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 Richland Center, WI 53581

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 Office Clerk  
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## Voucher Register

APRIL MEETING | MARCH BILLS

Month	Voucher N	Vendor Name	Description	Amount Paid
31-Mar	118	Alliant Energy	Monthly Electric Services [A#3929950000]	\$202.61
31-Mar	119	Frontier	Monthly Telephone Services [A#60864747070101655]	\$208.71
31-Mar	120	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$24,325.48
31-Mar	121	Insight FS	Diesel Fuel, 87 Gas w/Eth 10%, Services, Etc.	\$1,518.00
31-Mar	122	Midwest Trailer Sales	2024 XL Specialized Low-Profile HDG Trailer	\$29,442.00
31-Mar	123	Pitney Bowes	Quarterly Postage Machine Lease  Dec-Mar	\$142.53
31-Mar	124	Richland Center Utilities	Monthly Utilities-Electirc Water Sewer	\$1,796.43
31-Mar	125	Richland Electric Coop [REC]	Monthly Electric Services	\$101.41
31-Mar	126	Town & Country Sanitation	Monthly Disposal & Recycling Fees	\$207.20
31-Mar	127	We Energies	Monthly Energy Services [A#0718844914-00001]	\$599.44
31-Mar	128	Wisconsin Metals	Steel Plate, Rolled Channel, Rolled Angle, Return, Etc.	\$811.13
31-Mar	129	METCO[Mid-west Electro-Tech Co.]	Down Payment[33%] New Fuel Pump System	\$16,101.64
31-Mar	130	Patrick R. Kelly [First Hand Safety]	Equipment Safety Training	\$1,200.00
31-Mar	6P	Payroll	Pay Period 2/26/2023-3/11/2023	\$67,969.22
31-Mar	7P	Payroll	Pay Period 3/12/2023-3/25/2023	\$70,851.41
31-Mar	131	1st AYD Corporation	GR 8 5/8" HEX Finish Nuts	\$33.55
31-Mar	132	1st Source Bank	Annual Plan Payment   #801Kobelco Excavator	\$22,862.00
31-Mar	133	All American Do-It Center	1/4" 120G Flap Wheel	\$26.97
31-Mar	134	Applied Maintenance Supplies	Rhino Dirt Absorb, Aspht Rmvr & Dgrsr, Shipping, Etc.	\$446.14
31-Mar	135	Aramark	Rugs, Towels, Uniforms, Etc.	\$797.82
31-Mar	136	Auto Value	Hub, Gasket, Oil Filters, Whisk Broom, Bearing, Oil Seal, Etc.	\$2,796.80
31-Mar	137	Blackstone Technologies	High Performance Patch Mix[State Patch]	\$3,603.60
31-Mar	138	CDW Government	APC Backup USB Power Serge Protector	\$69.61
31-Mar	139	Clary, Austin	Mulch Hay Bales [x150]	\$600.00
31-Mar	140	CNH Industrial Accounts	Annual Plan Payment   #228Case IH 125	\$22,048.91
31-Mar	141	DeBauche Truck & Diesel	Service Repairs:12,14,6,36,24 Parts:LED Lights, Seat Cushion, Etc	\$70,338.26
31-Mar	142	Decker Supply Center	Various Sianage & Signage Materials	\$2,173.24
31-Mar	143	DL Gasser Construction	Asphalt Cold Mix	\$5,750.64
31-Mar	144	First Advantage	Drug & Alcohol Testing	\$191.09
31-Mar	145	Force America Distributing	Coupler, Granular Sensor, Rubber Strap, Shaft, Adapter Bushing	\$472.50
31-Mar	146	Frontier	Monthly Telephone Services [A#60864747070101655]	\$208.69
31-Mar	147	Gander's Cleaning Service	Monthly Cleaning Services  April 2023	\$417.08
31-Mar	148	Garage Door Express	Service Call, Misc Materials, Parts, Transpt Cost, Etc.	\$1,580.00
31-Mar	149	Gruber Consulting LLC	CTH O Phase 1: Realestate Transfers	\$869.26
31-Mar	150	Gundersen Boscobel Hospital	Pre-Employment Physical [A#400000886]	\$80.00
31-Mar	151	Halron Lubricants Inc	Bulk Lubricants Rotella, Valvoline, Drum Dep, Ety Cr., Hndlng, Etc.	\$6,070.45
31-Mar	152	Hartje Lumber, Inc.	4x4x14' & 4x6x14' Sign Posts	\$2,902.73
31-Mar	153	Hartje Tire & Service Center	Tires 11R225 Copr	\$1,784.40
31-Mar	154	Highway Construction Products	Guardrail Panel, Reflective Sheeting, Break-away Posts, Etc.	\$23,288.00
31-Mar	155	I-State Truck Center	12v Battery, Core, Washer Reservoir Cap, Service Calibration	\$1,887.33
31-Mar	156	Kasten Tools & Equip [dba Matco]	1/2" Drive Line, 7/64 Hyper Step Drill, Slack Adj, Tool Kits, Etc.	\$719.30
31-Mar	157	Kay Jay Services	Safety Glasses, Rain Jackets[Various Sizes], Rain Pants[Various]	\$2,834.88
31-Mar	158	Nelson, Earl [dba La Forge Truck]	Parts: Flex Hose, Terminal, Brake Shoe Kit, Camshaft, Etc.	\$2,090.27
31-Mar	159	Lakeside International LLC	Fittings, Gaskets, Bearings, Dr Side/Psg Side Radial Wet 21", Etc	\$8,316.71
31-Mar	160	METCO[Mid-west Electro-Tech Co.]	Service Call: Fuel Pump Shut-Off Issues	\$287.00
31-Mar	161	Midwest Motor Supply Co	1/2" Hydraulic Hose, Hydraulic Fittings, Washers, Locknuts, Etc.	\$2,951.43
31-Mar	162	Mueller, Lisa	Reimbursement  Mileage [38.5]	\$19.64
31-Mar	163	Jones Auto [dba NAPA]	Flex Pin, V-Belt, Air Filter, Etc.	\$130.26
31-Mar	164	Pine River Leasing	Z-55 Mini Excavator Lease State Use	\$300.00
31-Mar	165	PreCise MRM LLC	Monthly Data Plan x7 Trucks -Feb	\$189.00
31-Mar	166	Premiere Cooperative	Shop Heat LP Gas	\$266.35
31-Mar	167	RC Truck & Auto Inc.	Service Repairs: 6,21   Parts, Labor, Supplies, Etc.	\$2,702.93
31-Mar	168	Rhyme Business Products	Monthly Printer Contract Office Supplies, Etc.	\$299.47
31-Mar	169	Richland Electric Coop [REC]	Monthly Electric Services	\$100.00
31-Mar	170	Short, Elliot, Hendrickson [S.E.H.]	CTH O Project Phase 1: Design, CTH A Project Phase 1: Design	\$11,701.20
31-Mar	171	Simpson's Tractor	Parts: Tractor Window, Lift Cylinder Bushing, Relube Bearings, Etc.	\$1,079.01
31-Mar	172	Sprayer Specialties, Inc.	1 1/2" Fertilizer Hose, 2" Fertilizer Hose, Freight, Ect.	\$470.00
31-Mar	173	St. Joseph Equipment	Parts: Excavator Hydraulic Oil, Etc.	\$520.00
31-Mar	174	Town & Country Sanitation	Monthly Disposal & Recycling Fees	\$207.20
31-Mar	175	Universal Truck Equipment	Air Tailgate Cylinders, Gearcase Shaftt, Bearings, Shipping, Etc.	\$2,328.59
31-Mar	176	US Standard Products	Penetrating Oil Aerosol, Shop Towels, Freight, Etc.	\$565.30
31-Mar	177	Walsh's Ace Hardware	Parts Shop Supplies:Fuse Plugs, Wire, Chain, Drill Bit, Etc	\$816.22
31-Mar	178	WI DoT   Financial Operations	STH56-CTH I:Rd   STH80-Richland Center:Rd	\$1,310.50
			<b>BALANCE:</b>	<b>\$426,981.54</b>

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: East Hall contracting/leasing, maintenance, cleaning and security**

<b>Department:</b>	Administration	<b>Presented By:</b>	Assistant to the Administrator
<b>Date of Meeting:</b>	4/13/2023	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>		<b>Authority:</b>	Committee Structure
<b>Date submitted:</b>	4/6/2023	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	Vote	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... discuss with the Richland School District future use of East Hall.

**Background:** *(preferred one page or less with focus on options and decision points)*

East Hall was removed for the lease with UW Platteville on 4/1/2023 (See Resolution 23-19), with that, it moves to the responsibility of Public Works as owned property. Richland School District has expressed interest in future use of the building, either by lease or purchase.

When East Hall was removed from the lease effective 4/1/2023, UW Platteville removed all their cleaning supplies and have not returned. It is recommended that the Courthouse supply them with a vacuum clean, broom/dust pan, mop and bucket until such time that they vacate the first week in June. The staff at UW Extension will be required to clean East Hall until their departure. They may have to purchase garbage bags and cleaning supplies. Staff will be required to remove their garbage to either Symons or the Courthouse dumpster.

Assistant to the Administrator Dull has requested to Mike Compton to gather all the keys for East Hall and return them to the Administrators Office.

**Attachments and References:**

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**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

*Clinton Langreck*

\_\_\_\_\_

Department Head

**Review:**

*Clinton Langreck*

\_\_\_\_\_

Administrator, or Elected Office (if applicable)

Resolution No. 23 - 19 declaring intent to remove East Hall from the terms of the UW agreement was read by Deputy County Clerk Hege. Motion by Rynes, second by Frank that Resolution No. 23 - 19 be adopted. Discussion ensued. Motion by Glasbrenner, second by Frank to postpone any action relating to Resolution 23-19.

Motion by Rynes, second by Gentes to convene into closed session pursuant to Wisconsin Statutes 19.85(1)(E). Motion to convene into closed session carried with unanimous consent.

**CLOSED SESSION**

Reconvened into open session at 8:26 PM

Motion by Glasbrenner, second by Fleming, to bring forward Resolution No. 23-19. Chair Brewer called for a Roll Call vote. Roll call vote taken. Ayes: Voyce, Carrow, Brewer, McKee, Rynes, Glasbrenner, Gentes, Turk, Cosgrove, Frank, Severson, Couey, Fleming. Nays: McGuire. With 13 Ayes and 1 Nay, the motion carried and resolution declared adopted.

**RESOLUTION NO. 23 - 19**

A Resolution Declaring Intent To Remove East Hall From The Terms Of The UW Agreement.

WHEREAS, the East Hall Building is currently under lease from Richland County by the University of Wisconsin Board of Regents; and

WHEREAS, the building is currently underutilized by the University of Wisconsin; and

WHEREAS, the Education Standing Committee has considered and is making this recommendation.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Wisconsin Board of Regents and interested area partners be advised that the County is interested in removing East Hall from the current Memorandum of Agreement, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY  
EDUCATION STANDING COMMITTEE  
(13 FEBRUARY 2023)

AYES

NOES

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH  
COUNTY CLERK

LINDA GENTES  
CHAD COSGROVE  
BOB FRANK  
BARBARA VOYCE  
SHAUN MURPHY-LOPEZ  
INGRID GLASBRENNER  
DANIEL MCGUIRE  
MARC COUEY

X  
X  
X  
X  
X  
X  
X  
X

X

DATED: FEBRUARY 21, 2023

# Richland County Position Description

**Position Title:** Maintenance Manager

**Exempt form FLSA**

**Department:** Maintenance

**Category:** Full-Time

**Reports to:** County Administrator

**Pay Grade:**

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

The Courthouse Maintenance Manager is responsible for the planning, supervising and performing of maintenance and housekeeping tasks at the Richland County Government Center, Community Services Building and Campus. Responsible to ensure continuously usable, clean, safe building and grounds at all times and under all conditions. To meet all goals and standards of the Maintenance Department.

Responsible for any building issues that may occur at any hour of the day or week.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Lead the Maintenance Team in providing both a reactive and proactive, multi-skilled maintenance service on all operational equipment and facilities infrastructure.
- Plans and monitors work of the Maintenance Team personnel, including prioritizing tasks, assigning/scheduling work, training staff, evaluating work and documenting work done.
- Responsible for the hiring, discipline and discharge of department employees.
- Supervises and performs proper maintenance and cleaning of flooring, windows, doors, walls (inside and outside), office furniture and break room.
- Supervises and performs painting, snow and ice removal, lawn care, testing of emergency generator, and filling of vending machines.
- Conducting regular inspections of the facilities to detect and resolve problems.
- Responsible for upkeep of U.S. flag including raising and lower of the flag
- Develops and implements preventive/predictive maintenance program and ensure they are at working standards.
- Operates and maintains hot water boilers for heat and HVAC system including exhaust, air handling units and heat pumps. Supervises and performs all repairs to in-house electrical and plumbing issues.
- Develops and monitors department budget.
- Develops department's policies and procedures.
- Monitors inventory of repair parts. Orders inventory of products needed for housekeeping. Purchases supplies and repair parts.
- Attends meetings of the Public Works Standing Committee, Department heads, Courthouse Security Committee and others as needed.
- Supervises or performs maintenance on building maintenance equipment.
- Manages and maintains the security/safety needs of the building. Cuts new keys for personnel and coordinates for rekeying of locks.
- Maintains and updates the material safety data sheets.

# **Richland County Position Description**

- Manages fire safety, safety, disaster planning for facility.
- Supervises the work of all outside vendors/contractors and the inspections needed to keep the building in compliance with all applicable codes.
- Collaborates with infection control personnel to ensure cleaning and disinfecting meets standards of practice and regulatory requirements.
- Maintain the building to be code complaint with inspections and writing plans of correction.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- An Associate degree with electro-mechanical and HVAC emphasis, 2 years of building maintenance experience, 2 years of supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must know three phase electrical, control systems (mechanical, electrical and pneumatic), plumbing. Should have working knowledge of computers and related software.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize descriptive data and information, such as regulations, blueprints, correspondence and general operating manuals.
- Ability to communicate with Oversight committee, County Board members, vendors, contractors, subordinates, inspectors, all other county departments, public and inmates.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
- Ability to operate equipment and machinery requiring adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to exert mildly physical effort in moderate to heavy work, including lifting carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of color, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

# Richland County Position Description

## Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease or dust, to work under slightly hazardous and uncomfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

---

Date

---

Date



# Richland County Position Description

**Position Title:** Custodian

Exempt form FLSA

**Department:** Maintenance

**Category:** Full-time

**Reports to:** Maintenance Manager

**Pay Grade:** E

**Date:**

**Hours per Week:** 40

---

## PURPOSE OF POSITION

To perform janitorial duties at the Courthouse and grounds and Community Services Building. Assure a continuously usable, clean, safe building and grounds at all times and under all conditions. To meet all goals and standards of the Maintenance Department.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs cleaning floors, walls, fixtures of the Courthouse and Community Services Building using a variety of sanitizing products and other equipment including brooms, mops, brushes, vacuums, etc.
- Sanitize toilets, sinks, and urinals inside and out. Sanitize door knobs, clean mirrors, fill dispensers, and empty garbage/recyclables. Sweep and mop tile floors. Spot clean stall walls and bathroom walls.
- Clean glass doors and sanitize drinking fountains. Sanitize vending machines, door knobs, tables, furniture and light switch plates. Sweep and mop tile floors. Vacuum rugs and empty garbage/recyclables.
- Collects trash and recyclables and appropriately disposes of same.
- Understands and completes maintenance records, forms and MSDS.
- Maintains proper security of the offices and buildings.
- Keeps track of maintenance supplies.
- Remove snow and ice from ramps after hours as needed.
- Wash windows and screens as needed.
- Available to raise, lower and maintain the flag and pole if needed.
- Close the Courthouse building after hours.
- Inspect light bulbs inside and outside of building and report any maintenance needs.
- Report any maintenance needs of the properties to the Maintenance Manager.
- In the absents of the Maintenance Manager, maintain pest control such as bats, mice, bees, etc.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma and knowledge of building HVAC, plumbing and mechanical systems experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Language Ability and Interpersonal Communication**

# Richland County Position Description

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information including blueprints, procedures and guidelines.
- Ability to communicate effectively with personnel.

## Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

## Judgment and Situational Reasoning Ability

- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

## Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as assembling.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and make multiple, complex and rapid adjustments. Ability to repair equipment and machinery using a variety of hand tools.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

## Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

---

Date

# Richland County Position Description

**Position Title:** Maintenance Technician

**Exempt form FLSA**

**Department:** Maintenance

**Reports to:** Maintenance Manager

**Pay Grade:** E

**Date:**

**Hours per Week:** 40

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## PURPOSE OF POSITION

The primary purpose of this position is to perform a variety of building, grounds and equipment maintenance and repair tasks. The work is performed under the direction of the Maintenance Manager.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Clean windows in the common areas of the buildings. Ensure the vestibule of the Community Services Building is swept and cleaned as needed.
- Restock supplies and fill dispensers as needed.
- Clean and maintain the appearance of the exterior landscaping. Prune plants as needed in the spring and fall. Water plants in the summer as needed. Repair or replace landscaping rock and dead plants as needed. Clean and maintain the appearance and safety of the parking lots and sidewalks.
- Performs cleaning floors, walls, and fixtures in the Courthouse, Community Services Building, and Campus as designated using a variety of floor maintenance and other equipment including floor polishers, scrubbers, shampooers, extractors, etc.
- Performs ground maintenance including mowing grass, planting and tending flowers, trees and shrubs, remove snow and ice from ramps, steps, sidewalks and parking lot.
- Maintains proper security of the offices and buildings.
- Wash and repair windows, screens and gutters on the outside of the building.
- Must be able to clean and operate storm water pump system.
- Replace light bulbs, furnace filters, and ceiling tiles. Perform light carpentry, painting, and mechanical repairs as directed.
- Contact outside vendors for assistance with larger projects as instructed by Maintenance Manager.
- Assist with pest control.
- Maintain record of equipment inspections and testing of emergency systems. Maintain Material Safety Data Sheet (MSDS) records.
- Restock supplies in the janitor closet, sprinkler room, break room, and front desk.
- Restock copier paper in various office areas as requested.
- Courier for items between county buildings.
- Create list to order additional supplies.
- Assist with opening/closing the building and perform after hours or weekend work when necessary.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

## **Richland County Position Description**

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Backup to custodian duties.
- Aids other maintenance personnel with repairs to building and mechanical equipment.
- Paint rooms, hallways and other areas. Prepares and repairs surfaces for painting.
- Move and repair furniture and furnishings as requested.
- Available to raise, lower and maintain the flag and pole if needed.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High School diploma or equivalent, vocational/technical training, or any combination and experience that provide knowledge, skills and abilities.
- Three years of previous maintenance and/or cleaning experience preferred.
- Knowledge of maintenance/cleaning equipment and potentially hazardous chemicals.
- Working knowledge of computers, computer programs, typing, and data entry.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to exert resilient effort in physically demanding work; including stooping and kneeling. Ability to comfortably lift and carry up to 50 lbs.
- Ability to interpret MSDS and how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to utilize advisory data and information such as, technical operating manuals for heating, plumbing, electrical air conditioning systems, blueprints, procedures and guidelines.
- Ability to communicate effectively with supervisor, outside vendors and staff both in person and in writing.

#### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

#### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

# Richland County Position Description

## Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

## Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Order 3 Heating Units**

<b>Department:</b>	Maintenance	<b>Presented By:</b>	Maintenance Supervisor
<b>Date of Meeting:</b>	13-Apr-23	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	12-Apr-23	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	4/13/2023	<b>Resolution</b>	

**Recommendation and/or action language:**

Recommend to... order 3 heat pump units from Precision Controls at a cost of \$19,795.00

**Background:** *(preferred one page or less with focus on options and decision points)*

The County is dedicated to ordering 3 heat pumps each year to replace our aging units, allocating \$18,000/year from Short term borrowing. The 3 units for 2022 were ordered in August of 2022. Since that order, 4 old units have stopped working. We received 1 of the 2022 order the week of April 3<sup>rd</sup> and are expecting a 2<sup>nd</sup> unit on 4/13/2023, still leaving the County short 1 unit from last year and are 1 unit short of what is currently needed.

There has been an increase in pricing of all consumer items which exceeded our estimated allocation. If the 2023 units are not ordered by April 14, the price will increase 20%.

**Attachments and References:**


**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

*Clinton Langreck*

Department Head

**Review:**

*Clinton Langreck*

Administrator, or Elected Office (if applicable)



1011 Hwy. 14 East Richland Center Wi. 53581

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Phone (608) 383-1424 (608) 383-1425  
E-mail: [Precisioncontrolsoffice@gmail.com](mailto:Precisioncontrolsoffice@gmail.com)

4/12/2023

Richland County Court House

This estimate is to supply 3 Trane heat pumps units.

- 1- Size 12 GECE01211-D002R
- 1- Size 15 GECE01511-D002R
- 1- Size 18 GECE01811-D002R

**Cost for Just the heat pumps are \$19,795.00**

Terms:

- \* Estimate is valid for 15 days from above date.
- \* Only work & materials supplied by Precision Controls & Service LLC will be warranted against defect.
- \* This estimate is valid only if the materials contained in this estimate are used. Any substitutions will cause Precision Controls & Service LLC to change both the structure & value.
- \* In the event that the customer should stop the work in progress at any time during the project & award the balance of the project to another contractor, through no fault of Precision Controls & Service LLC, then there is a 20% penalty, which will be added to the cost of the work completed.
- \* If estimate is cancelled after equipment is ordered, the customer will be responsible for the restocking fee.
- \* 50% Payment by cash or check is required before start of work.
- \* Your account will be billed for the above work throughout the project, depending on the length of the project, & those invoices are due upon receipt.
- \* Net due upon Completion - I have the authority to order the above described work. It is agreed that the seller will retain title to any equipment or material furnished until full & complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller shall be held harmless for damages resulting from the removal thereof. If my account is not paid within 30 days, I agree to pay 1-1/2% per month (18% annual rate) with a minimum \$5.00 late charge per month. If my account is placed for collection, I agree to pay seller's attorney fees and any court costs.

Customer Approval: \_\_\_\_\_

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



**Richland County Highway Department**  
120 Bowen Circle  
Richland Center, WI 53581

Office: [608]647-4707 | Shop: [608]647-2208  
Email: [highway@co.richland.wi.us](mailto:highway@co.richland.wi.us)  
Website: <https://highway.co.richland.wi.us>

## Request for Bid Proposal on

### *Two (1) Truck Body and Equipment Builds*

## Bidding Documents Enclosed

### Notice to Bidders:

1. **INVITATION FOR BIDS:** Sealed bids will be received at the Richland County Highway Department until **Wednesday, April 12, 2023 by 12:00 p.m. [Noon]**
2. **TIME & PLACE OF BID OPENING:** Sealed Bid Proposals will be opened at the Richland County Highway Department meeting that is open to the public. Meeting Specifics:
  - a. **Date:** Thursday, April 13, 2023
  - b. **Time:** 4:30 p.m.
  - c. **Location:** Richland County Courthouse Conference Room, 181 Seminary St., Richland Center, WI 53581
3. **INSTRUCTIONS TO BIDDERS:** Specifications and additional proposal forms may be obtained at the Richland County Highway Department at the address listed above or by emailing [\*\*highway@co.richland.wi.us\*\*](mailto:highway@co.richland.wi.us)
4. **REJECTION OF BIDS:** Richland County Highway Department reserves the right to reject any or all bids as authorized by law and to award the contract to other than the lowest bidder at its discretion, if the best interest of the Highway Department is thereby served. All equipment and placement must meet current state and federal regulations.
5. **INTENT OF CONTRACT:** It is the Richland County Highway Departments intent that the successful bidder shall furnish and/or install the specified equipment or materials meeting and/or exceeding the specifications, which are attached and made part of this proposal. Only new and unused models in current production and in common usage will be considered in the award.
6. **BASIS OF AWARD:** Bidder's take note that the award of the contract, by the Richland County Highway Department, will not solely be based upon purchase price submitted on the provided bidder's proposal form. Consideration will also be given to delivery dates, availability of materials and parts, customer service, facility locations, ability to meet specifications, as well as past contract experiences with working with the Highway Department.
7. **WARRANTY:** Warranty shall be for one (1) year starting when completed/delivered and put into service. This warranty covers defective material and/or workmanship at a rate of 100% with no deductible. Warranty must be included in the bid price. Any additional warranty longer than one (1) year must be stated in the bid.
8. **QUESTIONS:** Questions regarding the attached specifications, please contact the Richland County Highway Commissioner, Josh Elder – **CELL:** [608] 604-7624 | **EMAIL:** [josh.elder@co.richland.wi.us](mailto:josh.elder@co.richland.wi.us)



**JOSH ELDER**  
 Highway Commissioner  
 Phone: [608]604-7624  
 josh.elder@co.richland.wi.us

**LONNIE HACH**  
 State Patrol Superintendent  
 Phone: [608]604-7623  
 lonnie.hach@co.richland.wi.us

**DERRICK BROWN**  
 County Patrol Superintendent  
 Phone: [608]475-0032  
 derick.brown@co.richland.wi.us



**Richland County Highway Department**  
 120 Bowen Circle  
 Richland Center, WI 53581

Office: [608]647-4707 | Shop: [608]647-2208  
 Email: highway@co.richland.wi.us  
 Website: https://highway.co.richland.wi.us

**LISA MUELLER**  
 Bookkeeper  
 lisa.mueller@co.richland.wi.us

**CERRESA NIMOCKS**  
 Office Clerk  
 cerresa.nimocks@co.richland.wi.us

**BRANDON ADAMS**  
 Shop Superintendent  
 Phone: [608]475-7828  
 brandon.adams@co.richland.wi.us

YES		NO		HENDERSON MARK 14' E-te ASPHALT STYLE DUMP BODY [OR EQUIVALENT]: [126" CT WITH 24" BACK OF CAB GAP]
1.	<input type="checkbox"/>	<input type="checkbox"/>		14' INSIDE LENGTH X 99" OUTSIDE WIDTH
2.	<input type="checkbox"/>	<input type="checkbox"/>		FRONT WALL TO BE 58" TALL
3.	<input type="checkbox"/>	<input type="checkbox"/>		87" INSIDE BODY WIDTH
4.	<input type="checkbox"/>	<input type="checkbox"/>		SIDE WALL TO SLOPE FROM 56" FRONT TO 52" HIGH AT TAILGATE
5.	<input type="checkbox"/>	<input type="checkbox"/>		TAILGATE HEIGHT TO BE 52" HIGH
6.	<input type="checkbox"/>	<input type="checkbox"/>		SIDES, FRONT TO TAILGATE, TO BE MADE OF 3/16" AR400 HIGH TENSILE STEEL
7.	<input type="checkbox"/>	<input type="checkbox"/>		SIDE WALLS TO HAVE NO WELD-ON SIDE BRACES WITH A SMOOTH WALL DESIGN
8.	<input type="checkbox"/>	<input type="checkbox"/>		REAR AND FRONT BODY CORNER POSTS TO BE STAINLESS STEEL -201 GRADE
9.	<input type="checkbox"/>	<input type="checkbox"/>		ALL TAILGATE HARDWARE BELOW FLOOR TO BE STAINLESS STEEL -201 GRADE
10.	<input type="checkbox"/>	<input type="checkbox"/>		FLOOR TO BE 1/4" AR400 STEEL FLOOR MINIMUM
11.	<input type="checkbox"/>	<input type="checkbox"/>		MUST HAVE A FLOOR TO SIDE RADIUS OF AT LEAST 8" [MINIMUM]
12.	<input type="checkbox"/>	<input type="checkbox"/>		FRONT WALL TO FLOOR TO HAVE <b>NO</b> RADIUS
13.	<input type="checkbox"/>	<input type="checkbox"/>		CROSSMEMBERLESS UNDERSTRUCTURE [NO CROSSMEMBERS]
14.	<input type="checkbox"/>	<input type="checkbox"/>		FULLY WELDED I-BEAM DESIGN LONG SILLS
15.	<input type="checkbox"/>	<input type="checkbox"/>		TAILGATE TO BE 7 GAUGE DOUBLE PANEL FULL RIB DESIGN
16.	<input type="checkbox"/>	<input type="checkbox"/>		TAILGATE TO HAVE FULL BOXED PERIMETER
17.	<input type="checkbox"/>	<input type="checkbox"/>		TAILGATE LINKAGE TO BE GREASABLE – OVER CENTER DESIGN
18.	<input type="checkbox"/>	<input type="checkbox"/>		LIFT HOOK ON THE OUTSIDE OF THE TAILGATE
19.	<input type="checkbox"/>	<input type="checkbox"/>		TOP RAIL, REAR CORNER POSTS AND TAILGATE TO BE DIRT SHEDDING 201 STAINLESS STEEL
20.	<input type="checkbox"/>	<input type="checkbox"/>		TAILGATE RELEASE TO BE AIR TRIP – ELECTRIC OVER AIR
21.	<input type="checkbox"/>	<input type="checkbox"/>		CABSHIELD TO BE MADE OF 7 GAUGE STEEL AND WELDED 100%
22.	<input type="checkbox"/>	<input type="checkbox"/>		INTEGRAL CABSHIELD TO BE MINIMUM OF 84" WIDE X 20" DEEP OVER CAB [TO HOUSE TARP]
23.	<input type="checkbox"/>	<input type="checkbox"/>		DONOVAN ELECTRIC TARP WITH ALUMINUM ARMS & TENSION BAR WITH ASPHALT TARP, MOUNTED AND FULLY OPERATIONAL
24.	<input type="checkbox"/>	<input type="checkbox"/>		RUBBER REAR FLAPS MOUNTED AHEAD OF THE REAR TIRES – TO BE BODY MOUNTED AND HAVE ANTI-SAIL BRACKETS
25.	<input type="checkbox"/>	<input type="checkbox"/>		COUGAR DC-3200 SERIES VIBRATOR PLATE MOUNTED TO UNDERSIDE OF BODY WITH MOMENTARY SWITCH
26.	<input type="checkbox"/>	<input type="checkbox"/>		TAILGATE CHAINS TO BE PROTECTED WITH NYLON HOSE PROTECTOR
27.	<input type="checkbox"/>	<input type="checkbox"/>		BODY WILL HAVE A FULL HEIGHT LADDER AT FRONT AND AT REAR OF BODY WITH INSIDE STEP FOR BOTH – LADDERS ARE BOLTED ONTO THE BODY WITH STAINLESS STEEL HARDWARE – REBAR RUNGS WITH FLATBAR UPRIGHTS – REAR HAS THREE RUNG FOLD DOWN SECTION.
28.	<input type="checkbox"/>	<input type="checkbox"/>		DOUBLE CHOVEL HOOKS FRONT DRIVER SIDE
29.	<input type="checkbox"/>	<input type="checkbox"/>		BODY TO BE COMPLETELY UNDERCOATED AFTER PAINT
30.	<input type="checkbox"/>	<input type="checkbox"/>		BODY TO BE SAND BLASTED AFTER ALL WELDS/DRILLING HAS BEEN PERFORMED, PRIMED AND PAINTED TO HIGHWAY DEPARTMENTS DECIDED COLOR [ <b>BLUE METALLIC ELITE</b> (L3848EY) TO MATCH CAB]

YES		NO		TRUNNION MOUNTED TELESCOPIC HOIST – EXTERNAL MOUNT [NO DOGHOUSE]
31.	<input type="checkbox"/>	<input type="checkbox"/>		HOIST TO BE A MAILHOT CS SERIES DOUBLE ACTING – 26 TON CAPACITY
32.	<input type="checkbox"/>	<input type="checkbox"/>		CYLINDER TO HAVE 130" OF STROKE
33.	<input type="checkbox"/>	<input type="checkbox"/>		CYLINDER TO HAVE A 5.5" MINIMUM BORE
34.	<input type="checkbox"/>	<input type="checkbox"/>		CYLINDER TO BE A 3 STAGE DESIGN
35.	<input type="checkbox"/>	<input type="checkbox"/>		CYLINDER TO BE A NITRIDE FOR IMPROVED CORROSION RESISTANCE

YES		NO		HYDRAULIC SYSTEM
36.	<input type="checkbox"/>	<input type="checkbox"/>		6.0 CU. IN. LOAD SENSE PUMP W/ELECTRIC SHUT-OFF VALVE & SWITCH IN CA
37.	<input type="checkbox"/>	<input type="checkbox"/>		FORCE AMERICA ULTRA MPJC6100-3 ULTRA CONTROLLER WITH INTEGRATED SALTER & PRE-WET CONTROL
38.	<input type="checkbox"/>	<input type="checkbox"/>		ADD-A-FOLD, [10] FUNCTION VALVE BODY, CRADLE MOUNTED IN A STAINLESS-STEEL ENCLOSURE
39.	<input type="checkbox"/>	<input type="checkbox"/>		VALVE BODY TO RUN DA TELESCOPIC HOIST, D/A PLOW LIFT, D/A PLOW REVERSE, D/A WING TOE, D/A WING HEEL, D/A WING PUSHBAR, SPINNER, V-BOX CONVEYOR, ANTI-ICE & PRE-WET
40.	<input type="checkbox"/>	<input type="checkbox"/>		NOTE: VALVE SET UP TO BE ABLE TO RUN PRE-WET AND DIRECT APPLICATION AT THE SAME TIME
41.	<input type="checkbox"/>	<input type="checkbox"/>		30 GAL. STAINLESS STEEL HYD. OIL TANK WITH IN TANK FILTER ASSY., SIGHT & TEMP GAUGES, CRADLE MOUNTED BEHIND CAB
42.	<input type="checkbox"/>	<input type="checkbox"/>		2" BALL VALVE FOR SUCTION SHUT OFF ON TANK
43.	<input type="checkbox"/>	<input type="checkbox"/>		HYDRAULIC OIL WITH LOW OIL & TEMP SENDING UNIT WIRED INTO CAB
44.	<input type="checkbox"/>	<input type="checkbox"/>		BODY-UP LIGHT RAN TO 6100
45.	<input type="checkbox"/>	<input type="checkbox"/>		WING LOC VALVES FOR WING TOW & WING HEEL
46.	<input type="checkbox"/>	<input type="checkbox"/>		PROXIMITY SWITCH HOIST LIMITER

	YES	NO	HYDRAULIC SYSTEM [CONTINUED]
47.	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD 10" DISPLAY SCREEN
48.	<input type="checkbox"/>	<input type="checkbox"/>	PLOW CUSHION VALVE INSTALLED ON THE BUMPER OR PLOW
49.	<input type="checkbox"/>	<input type="checkbox"/>	REMOVABLE DRIVELINE COVER
50.	<input type="checkbox"/>	<input type="checkbox"/>	STAINLESS STEEL LINES RUN TO THE REAR AND FRONT OF THE TRUCK WITH SHORT HOSE ENDS FOR THE PLOW, WING, SANDER & PRE-WET WITH MALE/FEMALE DUST COVERS THROUGHOUT – THESE WILL BE STRAIGHT RUNS WITH WIP HOSES
51.	<input type="checkbox"/>	<input type="checkbox"/>	PRECISE WIRELESS ARC SENSOR
52.	<input type="checkbox"/>	<input type="checkbox"/>	HYDAC PRESSURE SWITCH
53.	<input type="checkbox"/>	<input type="checkbox"/>	ULTRA JOYSTICK CONTROL HANDLE ORDER: 1) HOIST, 2) PLOW, 3) WING, WITH PUSH BUTTON FOR HYD. PUSHBAR
54.	<input type="checkbox"/>	<input type="checkbox"/>	ULTRA BASE SWITCHES: 1) TARP, 2) SANDER LIGHT, 3) WING LIGHT, 4) VIBRATOR, 5) POWER
55.	<input type="checkbox"/>	<input type="checkbox"/>	MOUNTED & FULLY OPERATIONAL WITH HYD. OIL TO COUNTY SPECS
56.	<input type="checkbox"/>	<input type="checkbox"/>	ONE YEAR WARRANTY

	YES	NO	POWER REVERSIBLE SNOW PLOW
57.	<input type="checkbox"/>	<input type="checkbox"/>	12' OVERALL WIDTH X 48" HIGH WITH INTEGRAL SHIELD
58.	<input type="checkbox"/>	<input type="checkbox"/>	10 GAUGE STEEL MOLDBOARD
59.	<input type="checkbox"/>	<input type="checkbox"/>	¾" X 4" X 4" BOTTOM MOLDBOARD ANGLE
60.	<input type="checkbox"/>	<input type="checkbox"/>	2" X 3" X 3/8" TOP MOLDBOARD ANGLE
61.	<input type="checkbox"/>	<input type="checkbox"/>	TEN[10] ¼ X 4" TAPERED ONE-PIECE MOLDBOARD RIBS
62.	<input type="checkbox"/>	<input type="checkbox"/>	3" X 3" X ¼" ANGLE IRON HORIZONTAL MOLDBOARD BRACING BETWEEN RIBS
63.	<input type="checkbox"/>	<input type="checkbox"/>	¼" X 4" BOTTOM ANGLE BOX BRACING
64.	<input type="checkbox"/>	<input type="checkbox"/>	FOUR[4] EXTENSION TRIP SPRING ASSEMBLIES – TWO[2] PER SIDE
65.	<input type="checkbox"/>	<input type="checkbox"/>	¾" THICK EXTENSION TRIP SPRING PERCH ON EACH SIDE
66.	<input type="checkbox"/>	<input type="checkbox"/>	TWO[2] 4" X 18" DOUBLE ACTING REVERSING CYLINDER
67.	<input type="checkbox"/>	<input type="checkbox"/>	ANGLE CYLINDERS ARE MOUNTED ON TOP OF PUSHFRAME
68.	<input type="checkbox"/>	<input type="checkbox"/>	BUILT-IN LEVEL LIFT ASSEMBLY WITH SINGLE CHAIN LIFT
69.	<input type="checkbox"/>	<input type="checkbox"/>	4" X 4" X 3/8" CROSS-TUBE SUPPORT WITH SIX[6] ATTACHING POINTS AND IS 116" OVERALL WIDTH
70.	<input type="checkbox"/>	<input type="checkbox"/>	6" X 4" X ½ ANGLE IRON SEMI-CIRCLE 100% WELDED WITH 2" X 2" X 1/4" OUTER ANGLE IRON GUSSETS
71.	<input type="checkbox"/>	<input type="checkbox"/>	MOLDBOARD STOPS WITH ADJUSTABLE ATTACK ANGLE BRACKETS
72.	<input type="checkbox"/>	<input type="checkbox"/>	LEFT AND RIGHT-SIDE SKID SHOE MOUNTING PLATES FOR FUTURE USE
73.	<input type="checkbox"/>	<input type="checkbox"/>	WELD ON PLOW PORTION LOOP HITCH
74.	<input type="checkbox"/>	<input type="checkbox"/>	RUBBER SNOW DEFLECTOR INSTALLED
75.	<input type="checkbox"/>	<input type="checkbox"/>	GUARD RAIL CORNER CUT ON RIGHT SIDE OF PLOW
76.	<input type="checkbox"/>	<input type="checkbox"/>	NO CUTTING-EDGE KIT BUT DRILLED FOR STANDARD AASHO HOLE SPACING
77.	<input type="checkbox"/>	<input type="checkbox"/>	MOLDBOARD AND PUSHFRAME TO BE 100% WELDED
78.	<input type="checkbox"/>	<input type="checkbox"/>	MOLDBOARD PRIMED AND PAINTED BLACK
79.	<input type="checkbox"/>	<input type="checkbox"/>	PUSHFRAME PRIMED AND PAINTED BLACK
80.	<input type="checkbox"/>	<input type="checkbox"/>	RUBBER SNOW DEFLECTOR INSTALLED
81.	<input type="checkbox"/>	<input type="checkbox"/>	SCREW ADJUSTABLE PARKING JACK INSTALLED WITH STORAGE POST
82.	<input type="checkbox"/>	<input type="checkbox"/>	ANGLE CYLINDER CUSHION VALVE
83.	<input type="checkbox"/>	<input type="checkbox"/>	INSTALLED ON FRONT PLOW HITCH AND SET FOR PROPER LIFT

	YES	NO	TRUCK PORTION OF PIN & LOOP: EXTENDIBLE LIFT ARM
84.	<input type="checkbox"/>	<input type="checkbox"/>	PLOW HITCH TO BE MOUNTED AS CLOSE TO FRONT OF TRUCK AS POSSIBLE
85.	<input type="checkbox"/>	<input type="checkbox"/>	PLOW TO BE BOLTED TO THE PLOW HITCH REINFORCEMENT PLATES – MINIMUM 10 BOLTS
86.	<input type="checkbox"/>	<input type="checkbox"/>	LOOP AND PIN STYLE PLOW HITCH
87.	<input type="checkbox"/>	<input type="checkbox"/>	SET UP WITH 15" MOUNTING HEIGHT
88.	<input type="checkbox"/>	<input type="checkbox"/>	NON-TILTING STYLE HITCH
89.	<input type="checkbox"/>	<input type="checkbox"/>	TELESCOPIC STYLE FOLD FLAT LIFT-ARM WITH LIFT CYLINDER STORAGE
90.	<input type="checkbox"/>	<input type="checkbox"/>	LEVER RELEASE WITH PIN LOCK FOR LOOP
91.	<input type="checkbox"/>	<input type="checkbox"/>	HEAVY DUTY MOUNTING WITH ¾" WING SIDE PLATES
92.	<input type="checkbox"/>	<input type="checkbox"/>	REINSTALL THE FACTORY BUMPER WITH BRACING BACK TO TRUCK FRAME
93.	<input type="checkbox"/>	<input type="checkbox"/>	4" X 10" DOUBLE ACTING LIFT CYLINDER WITH NITRIDED ROD
94.	<input type="checkbox"/>	<input type="checkbox"/>	CUSHION BLOCK VALVE FOR PLOW ANGLE CYLINDERS
95.	<input type="checkbox"/>	<input type="checkbox"/>	PRIMED AND PAINTED BLACK

	YES	NO	AHW/UTF 9' WING: [STANDARD FRONT MOUNT]
96.	<input type="checkbox"/>	<input type="checkbox"/>	THIS WILL BE SET UP FOR RIGHT SIDE MOUNTED WING
97.	<input type="checkbox"/>	<input type="checkbox"/>	MOLDBOARD TO BE MADE OF 3/16" SMOOTH STEEL AND BE ROLLED FORMED
98.	<input type="checkbox"/>	<input type="checkbox"/>	MOLDBOARD IS STRIGHT AND IS 30" TALL

YES	NO	AHW/UTF 9' WING: [STANDARD FRONT MOUNT] [CONTINUED]
99.	<input type="checkbox"/>	<input type="checkbox"/> BOTTOM ANGLE TO MOLDBOARD WILL BE 4" X 4" X 3/4" STRUCTURAL ANGLE IRON WITH 1/2" X 3" X 3" REINFORCING GUSSETS ON 12" CENTERS
100.	<input type="checkbox"/>	<input type="checkbox"/> TOP EDGE OF MOLDBOARD WILL BE A CONTINUATION OF THE MOLDBARD AND BE A FORMED CHANNEL THAT IS 2-1/2" X 1"
101.	<input type="checkbox"/>	<input type="checkbox"/> THE SEVEN[7] MOLDBOARD RIBS MUST BE ONE-PIECE, FLAME CUT 1/2" THICK RIBS THAT ARE TAPERED FROM 4" AT THE BOTTOM ANGLE TO 2-1/2" AT THE TOP CHANNEL
102.	<input type="checkbox"/>	<input type="checkbox"/> THE HORIZONTAL BRACING IS MADE OF 1/2" THICK STEEL AND BE INTERLACED WITH THE VERTICAL RIBS
103.	<input type="checkbox"/>	<input type="checkbox"/> UPPER AND LOWER REAR PUSHARM MOUNTS ARE MADE OF 1/2" THICK STEEL AND ARE DRILLED FOR SEVERAL MOUNTING CONFIGURATIONS
104.	<input type="checkbox"/>	<input type="checkbox"/> THE MOLDBOARD MUST BE 100% WELDED
105.	<input type="checkbox"/>	<input type="checkbox"/> THE MOLDBOARD WITH CUTTING EDGE WILL HAVE APPROX. 18" OF LIFT FOR LIMITED BENCHING CAPABILITIES
106.	<input type="checkbox"/>	<input type="checkbox"/> THE FONT POST WILL BE A TRAILING LINK STYLE DESIGNED TO ALLOW THE MOLDBOARD TO FLOAT UP A MINIMUM OF 14" WHEN IN THE PLOWING POSITION
107.	<input type="checkbox"/>	<input type="checkbox"/> THE POST WILL ALLOW THE TOW OF THE WING MOLDBOARD TO FLOAT FREELY OVER ROUGH ROADS AND SHOULDERS REDUCING POTENTIAL DAMAGE TO THE WING AND THE TRUCK/CAB/FRAME
108.	<input type="checkbox"/>	<input type="checkbox"/> THE TRAILING LINK ARMS MUST RUN PARALLEL TO THE TRUCK FRAME
109.	<input type="checkbox"/>	<input type="checkbox"/> THE POST STRUCTURE WILL NOT BE MORE THAN 28" HIGH X 14" WIDE
110.	<input type="checkbox"/>	<input type="checkbox"/> HINGE BOLTS FOR FLOATING LINK ARMS WILL BE 1-1/2" GRADE 8 BOLTS AND ARE RIFLE DRILLED AND CROSS DRILLED AND WILL HAVE GREASE ZERKS ON BOTH ENDS
111.	<input type="checkbox"/>	<input type="checkbox"/> LIFT CYLINDER WILL BE A 3" X 10" DOUBLE ACTING CYLINDER WITH NITROED ROD
112.	<input type="checkbox"/>	<input type="checkbox"/> FRONT POST IS MOUNTED TO THE TRUCK USING A 3/4" PLATE ON THE WING SIDE AND A 1/2" PLATE ON THE DRIVER'S SIDE -NO CROSS TUBE REQUIRED
113.	<input type="checkbox"/>	<input type="checkbox"/> WING IS MOUNTED TO THE 18" WIDE PLATE AND IS FULLY REMOVABLE BY REMOVING SIDE PLATE BOLTS
114.	<input type="checkbox"/>	<input type="checkbox"/> THE REAR WING MOUNT IS AN OVER THE FRAME DESIGN TO ALLOW FOR BETTER GROUND CLEARANCE - NO UNDER SLUNG DESIGN ALLOWED
115.	<input type="checkbox"/>	<input type="checkbox"/> REAR WING OUTER PLATE ALLOWS FOR SEVERAL PUSHARM MOUNTING HEIGHTS FOR IDEAL PUSHING ANGLE OF THE REAR PUSHARM
116.	<input type="checkbox"/>	<input type="checkbox"/> NITROGEN CHARGED[CUSHIONED] HYDRAULIC PUSHBEAM WITH CUSHION VALVE
117.	<input type="checkbox"/>	<input type="checkbox"/> WHELEN WFLOWIA OR EQUIVALENT TO BE MOUNTED WITH PROXIMITY SWITCH TO TURN ON LIGHT ON END OF WING
118.	<input type="checkbox"/>	<input type="checkbox"/> PUSHARM WILL HAVE SWIVEL JOINTS AT EACH END AND BE HEAVY-DUTY CAST IRON CONSTRUCTION MOUNTED WITH 3/4" GRADE 8 BOLTS
119.	<input type="checkbox"/>	<input type="checkbox"/> PUSHARM IS SECURED TO MOLDBOARD AND REAR MOUNT WITH 1" STEEL PINS
120.	<input type="checkbox"/>	<input type="checkbox"/> MOLDBOARD IS TO BE SHOTBLASTED AFTER IT IS CONSTRUCTED, PRIMED AND PAINTED BLACK
121.	<input type="checkbox"/>	<input type="checkbox"/> NO CUTTING-EDGE KIT BUT DRILLED FOR STANDARD AASHO HOLE SPACING

YES	NO	HYDRAULIC CLOSED LOOP PRE-WET & DIRECT APPLICATION SYSTEM
122.	<input type="checkbox"/>	<input type="checkbox"/> HYDRAULIC DRIVE MOTOR WITH FLOW METER
123.	<input type="checkbox"/>	<input type="checkbox"/> 7 GPM @ 1600 RPM GEAR PUMP DRIVE
124.	<input type="checkbox"/>	<input type="checkbox"/> TWO[2] 400 GALLON TANKS [800 GALLONS TOTAL] - MOUNTED ON VEE BOX SANDER
125.	<input type="checkbox"/>	<input type="checkbox"/> TANKS ARE CROSS LINKED TO ENSURE EVEN EMPTYING
126.	<input type="checkbox"/>	<input type="checkbox"/> HYDRAULIC POWER UNIT AND FLOW METER MOUNTED IN A STAINLESS-STEEL ENCLOSURE
127.	<input type="checkbox"/>	<input type="checkbox"/> THIS PRE-WET SYSTEM IS CONTROLLED BY THE 6100 CONTROL CENTER
128.	<input type="checkbox"/>	<input type="checkbox"/> TWIN TANK FILL QUICK COUPLINGS ARE SUPPLIED
129.	<input type="checkbox"/>	<input type="checkbox"/> REPLACEABLE IN-LINESCREEN STRAINER
130.	<input type="checkbox"/>	<input type="checkbox"/> PVC SHUT OFF VALVES
131.	<input type="checkbox"/>	<input type="checkbox"/> SET-UP TO HAVE NOZZLES SPRAY LIQUID DIRECTLY ON TO THE MATERIAL AS IT GOES ON TO THE AUGER
132.	<input type="checkbox"/>	<input type="checkbox"/> DIRECT APPLICATION SPRAY MOUNTED FOR <b>3-LANE APPLICATION</b> -207 GPM
133.	<input type="checkbox"/>	<input type="checkbox"/> PRE-WET SYSTEM TO HAVE A 4 GPM PUMP
134.	<input type="checkbox"/>	<input type="checkbox"/> HARDWARE, HOSES, FITTINGS, CHECK VALVES & SEALED WIRING HARNESS
135.	<input type="checkbox"/>	<input type="checkbox"/> ONE YEAR WARRANTY ON ALL PARTS & LABOR

YES	NO	V-BOX HOPPER SALT & SAND SPREADER
136.	<input type="checkbox"/>	<input type="checkbox"/> 14' SLIDE IN V-BOX SAND/SALT SPREADERS
137.	<input type="checkbox"/>	<input type="checkbox"/> 10 GAUGE 201 STAINLESS STEEL SIDES AND ENDS. 7 GAUGE 201 STAINLESS STEEL FLOORS/SILLS
138.	<input type="checkbox"/>	<input type="checkbox"/> APPROXIMATELY 62" SIDE HEIGHT [6+ CUBIC YARD CAPACITY]
139.	<input type="checkbox"/>	<input type="checkbox"/> SHAFT SIZE SHOULD BE 2" BOTH IDLER AND DRIVE WITH ROLLER BEARINGS
140.	<input type="checkbox"/>	<input type="checkbox"/> CONVEYOR GEARBOX DRIVE SHOULD BE 50:1 WORM GEARBOX
141.	<input type="checkbox"/>	<input type="checkbox"/> SPROCKETS SHOULD BE 8 TOOTH CAST IRON
142.	<input type="checkbox"/>	<input type="checkbox"/> PINTLE TYPE CONVEYOR CHAIN WITH 3/8" X 1 1/2" CROSSBARS ON 4.5" CENTERS - <b>EVERY BAR PINTLE</b>
143.	<input type="checkbox"/>	<input type="checkbox"/> FRONT IDLER GREASE TUBES & FRONT SPRING-LOADED IDLER ADJUSTERS EXTENDED TO THE REAR

YES		NO		V-BOX HOPPER SALT & SAND SPREADER [CONTINUED]
144.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACTORY INSTALLED 3 ½" I-BEAM SUPPORT AND 3" CROSS CHANNEL SUPPORT AND FACTORY INSTALLED TOP SCREENS [5" OPENINGS]
145.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO LESS THAN TWO[2] 400 GALLON BRINE TANKS MOUNTED ONE ON EACH SIDE WITH HYDRAULIC PUMP AND SPRAY NOZZLES
146.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSTALLED WITH STANDARD HOLD DOWN KIT AND STANDARD SHORT HOSE KIT WITH COUPLERS
147.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOPPER TO BE PINNED INTO UPPER TAILGATE HOLES AND CHAIN BINDERS FOR FRONT HOLD DOWNS
148.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONE YEAR WARRANTY
YES		NO		V-BOX CHUTE WITH CENTER SPINNER
149.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STANDARD MOUNTING TO BOTTOM OF V-BOX SANDER DUMPING INTO SANDER
150.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SINGLE</b> – 18" POLY SPINNER ASSEMBLY
151.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOUNTED AND FULLY OPERATIONAL WITH HOSES AND QUICK DISCONNECTS
152.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONE YEAR WARRANTY
YES		NO		LIGHTS & MISCELLANEOUS
154.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABL OR EQUIVALENT
155.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LED HEATED PLOW LIGHTS WITH TURN SIGNALS INSTALLED ON STAINLESS STEEL HOOD MOUNTING BRACKETS
156.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LED COMBO STOP/TURN/TAIL AND BACK-UP LIGHTS IN REAR POSTS
157.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LED SELF-CONTAINED STROBES IN REAR CORNER POSTS WHELEN 5GA00FAR
158.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TWO[2] LED WHELEN RESPONDER SERIES MINI LIGHT BARS – WHELEN R1LPPA CAB SHIELD MOUNTED (AMBER GREEN)
159.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL BODY LIGHTS TO BE LED
160.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LED AUXILIARY BACK-UP LIGHTS – BODY MOUNTED – 2000 LUMENS EACH
161.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LED SPINNER, WING AND AUXILIARY BACK-UP LIGHTS TO BE ABL ST2000 OR EQUIVALENT
162.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL LIGHTS AND REFLECTORS TO MEET FMVSS 108 STANDARDS
163.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BODY WIRING HARNESS TO BE ON PIECE DESIGN AND ALL WIRING TO BE SOLDERED AND HEAD SHRANK – NO SCOTCH LOCKS
164.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL BODY WIRING TO RUN THROUGH A JUNCTION BOX MOUNTED AT THE REAR OF THE TRUCK
165.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENGINEERED DRAWING OF ALL AUXILIARY WIRING
166.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOUNT AND WIRE COUNTY SUPPLIED RADIO IN OVERHEAD CONSOLE
167.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TWO[2] HEATED LED OVER CAB STORM LIGHTS MOUNTED TO LIGHT BAR [HID]
YES		NO		REAR HITCH
170.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CUSTOM 1" HITCH PLATE
171.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30 TON PINTLE HITCH MOUNTED 27.5" FROM GROUND
172.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHIPPER BAR 14" FROM GROUND
173.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOLTED TO CHASSIS WITH GRADE 8 BOLTS
174.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7-WAY RV PLUG & 7 ROUND PLUG
175.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PRIMED AND PAINTED BLACK
176.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSTALL FACTORY AIRLINES FOR TRAILER BRAKES
YES		NO		ADDITIONAL ITEMS
177.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONE[1] 13FT V-BOX SANDER SLIDE IN SAND   SALT SPREADER WITH LIQUID SYSTEM [FOLLOW SPECS FROM ABOVE]
178.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONE[1] 16FT V-BOX SANDER SLIDE IN SAND   SALT SPREADER WITH LIQUID SYSTEM [FOLLOW SPECS FROM ABOVE]
179.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT AVAILABILITY: _____

*Bidder's Proposal*

COMPANY NAME	E-MAIL ADDRESS
ADDRESS	COMPANY WEBSITE
Date Prepared: _____	

LIST BELOW ALL NON-COMPLIANT OR DIFFERENCES IN SPEC


TOTAL FOR TRUCK BODY & EQUIPMENT	\$ _____
----------------------------------	----------

DELIVERY DATE (ON OR BEFORE)	_____
------------------------------	-------

\_\_\_\_\_  
Signature of Bidder/Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title of Authorized Representative

\_\_\_\_\_  
Telephone Number



OFFICE: [608]647-4707  
EMAIL: HIGHWAY@CO.RICHLAND.WI.US



TOTAL FOR TRUCK BODY & EQUIPMENT (Includes two additional sanders):

**\$ 337,059.00**

DELIVERY DATE (ON or BEFORE) **90-120 days after arrival of truck chassis and equipment (Equipment is approximately 300 days from order)**



TOTAL FOR TRUCK BODY & EQUIPMENT (Includes two additional sanders):

**\$244,758.00**

DELIVERY DATE (ON or BEFORE) **220 days or less after arrival of truck chassis and equipment**

**Richland County Public Works**

**Agenda Item Cover**

**Agenda Item Name:** Contract Review|Acceptance: County Website and Meeting Management

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	04/13/2023	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	04/12/2023	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve the contract with CATALIS for Website Management and Meeting Management for a total cost of \$15,200.00 per year

**Background:** *(preferred one page or less with focus on options and decision points)*

Richland County’s current website is outdated and needs to be updated. We have received quotes and had demonstrations from several companies with ideas and proposal on a new website with better public interfaces. We have also worked with the Clerk Kalish on the Meeting Management and have come to an agreement on CATALIS.

**Attachments and References:**

Quote from CATALIS	
--------------------	--

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5180
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

*Cost for this would be \$15,200.00 annually.*

**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

CATALIS 

# CATALIS Proposal

Harnessing Technology to Enhance Local Municipalities

**Prepared For: Richland County, WI**

Prepared By: Jackie Pankau-Daniels

Proposal Valid Until: 2023-05-10



# THE LEADING PROVIDER OF SOFTWARE SOLUTIONS FOR GOVERNMENTS AND CONSTITUENTS ACROSS NORTH AMERICA

# About CATALIS

CATALIS is the transformational SaaS and integrated payments partner powering all levels and sizes of government – municipalities, counties, states, provinces and federal agencies. Our deep expertise, proven track record, and thoughtfully configured digital solutions have helped public servants across the U.S. and Canada to deliver at their highest ability on behalf of their communities.



CATALIS solutions are built to support governments of all sizes from villages and towns to rural and small cities. As a customer-driven service provider, our trusted advisors are dedicated to delivering advanced solutions that improve everyday municipal operations. Together, we can help your local government harness the latest technology to connect your local services directly with your community.

# THE CATALIS ADVANTAGE

Our client-focused outlook coupled with our comprehensive software suite underlines our promise to work diligently to ensure that you receive exceptional value for your investment. From software development, to installation, training and ongoing support – we strive to understand your issues and be responsive to your needs.

Catalis offers a unique set of solutions that can be tailored to both rural and urban municipalities, highlighted by the following considerations:

## Focus On Municipal Governments

We specialize in small-urban and rural-based municipalities.

## Smart

Both complicated and repetitive tasks are easily completed.

## Safe & Secure

Your municipal information is safe behind a modern security system.

## Customized

No matter the size of government, you can get the perfect mix of tools that work best for you.

Our knowledgeable staff consists of experts in municipal administration, operations, and technology to connect and simplify municipal information. Our team consistently strives to find technologically and innovative solutions to help municipalities address their toughest challenges. This way, we empower municipalities to make data-informed decisions to provide value to their ratepayers.

## Trusted Advisors

Catalis provides a unique set of services and capabilities that have contributed to our reputation as municipal trusted advisors.

## Flexible

Easily move your information and integrate with other third-party software.

## Personal & Timely Support

Installation, training, or ongoing support, you get access to the people that designed your software.

Catalis solutions currently support 7,000+ local governments from rural to small urban municipalities in 54 states and provinces. As a customer-driven service provider, our trusted advisors are dedicated to delivering advanced solutions that improve everyday municipal operations. To help municipalities harness the latest technology to connect their citizens directly with local government, we go above and beyond to work closely with:

- Senior Administrators
- Public Works Departments
- Accounting and Finance Professionals
- Engineers
- Planning and Development Staff
- Corporate Services and Clerks
- With our solutions, your government can connect and simplify municipal information to deliver value

to your residents. We're here to help you to do more, with less. **In fact, with over 20 years of experience, our Public Works & Engagement solutions currently support 2,100+ municipalities across North America and have processed 9 million+ citizen requests to date.**

# Agendas In Minutes, Minutes in Seconds

Meeting Management is the most user-friendly meeting and document management system available for public administrators. The easy-to-use interface makes the application great for the most novice user while providing advanced features such as interactive document management, task tracking, and complete meeting management features.

## Automated Minutes

Your minutes are created in seconds and can be easily embedded on your municipal website.

## Automated Scheduling

A centralized scheduling system that syncs with a user's Microsoft Outlook or iCloud calendar.

## Agenda Manager

Create electronic agenda packages that eliminate the need to create paper packages.

## **Remote & Mobile Access**

Municipal staff and elected officials can access their information from any location on any device.

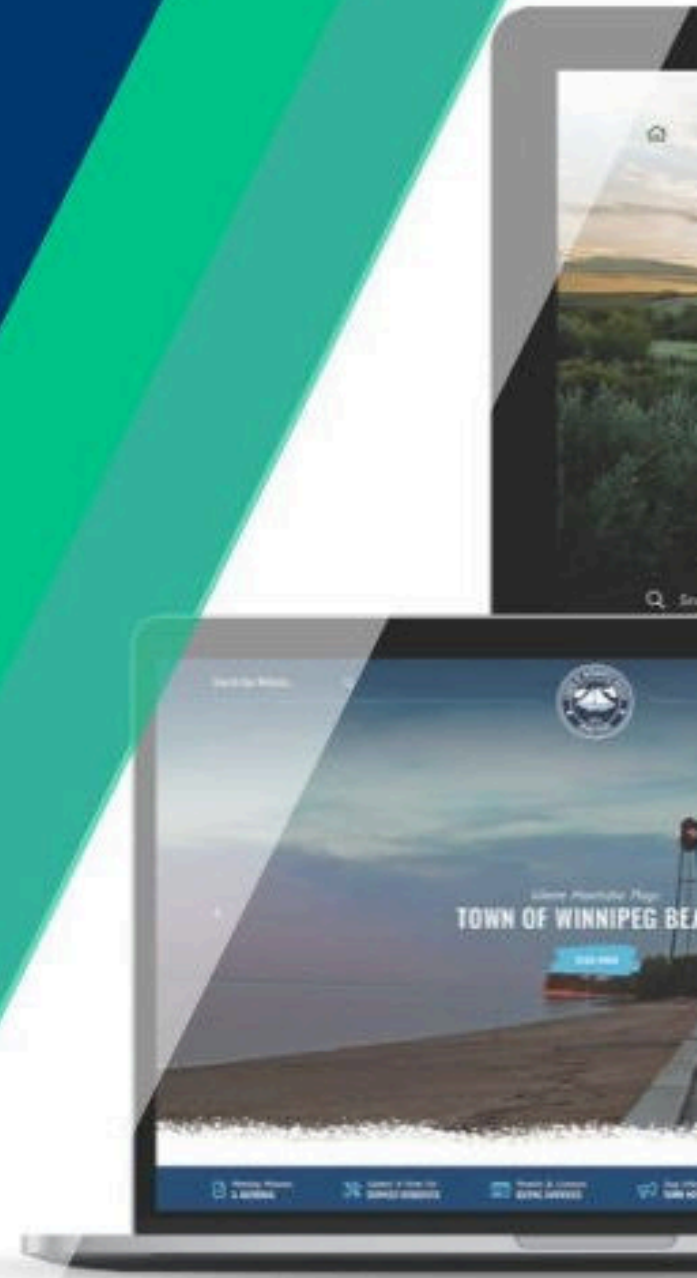
## **Live Video Streaming**

Stream meetings with the click of a button and automatically save a copy for future records.

## **Project & Issue Tracking**

Keep track of important projects and enable others to access and share information from one central location.

# Municipal Websites Built For Administrators





Website management has been our area of expertise since 1999. Our municipal Website Management system has been developed specifically for the unique needs of a municipality.

Our website service includes everything you need to design, develop, host, and maintain your online presence.

## Mobile Responsive Designs

Your designs will be responsive to adapt to any mobile device, including your content management system.

## Advanced Page Editors

Add, edit, or delete pages anytime from your desktop or smartphone device.

## Alert Pop-Up Notifications

Manage banner and pop-up alert messages that appear when people visit your website.

## Advanced User Accounts

Create unlimited user accounts and control who has permission to edit specific website features.

## Calendars

Create and manage multiple community calendars, along with the ability to receive public event submissions.

## Online Form Builder

Develop and manage your own online submission forms and set where submissions are emailed to.

## Notice Management

Easily post and receive public notices to appear on your website.

## Micro-Website Builder

Create microsites for specific events that can appear outside of your main website.

## Bulk Messaging

Send and manage bulk and automated email messages directly to your residents.

# Recommendations & Pricing

We can offer solutions to meet your needs at varying levels.

Please note that Year 1 costs are shown below; each subsequent yearly fee will increase by 6% over the prior year.

## Scenarios

**Solution 1:  
Website Management  
Standalone**

**\$8,500**  
/ year

Select

**Solution 2: Meeting  
Management Standalone**

**\$7,500**  
/ year

Select

Recommended

**Solution 3:  
Website & Meeting  
Management Bundle**

~~\$16,000~~ 5% OFF

**\$15,200**  
/ year

Select

# Website Package



YEARLY  
\$8,075

## Description

## Price

### Included:

- Accessibility
- Strong Security
- Mobile Responsive Design
- Business Directory
- Accordions
- Air Quality
- Notices/Announcements/News
- Document Manager
- Boxes (Cards)
- Calendar
- Intranet
- MyMeetings
- Opening Slider/Slideshow/Opening Photo
- Dashboard
- Image Gallery
- Alert Banner
- Jobs Postings

\$8,075 / year  
~~\$8,500~~ 5% OFF

## Description

## Price

- Locations(Maps)
- Milestones
- Weather
- Advance Admin Access Rights
- Person Directory
- RSS Subscribe
- Quick Poll (Polls)
- Promotions
- Smart Forms
- Special Media Icons
- Quick List (Lists)
- Website Search

## Website Feature Options

**Bilingual Websites**

\$1,500

**Accessibility Development**

\$1,500

Description	Price
<input type="checkbox"/> Additional Email Accounts	\$120
<p><i>All pricing and services below are subject to a signed license agreement based on a 4-year term, with annual renewal thereafter.</i></p> <p>Please note that the price displayed in this proposal represents the year-one cost only. Subsequent years will incur an increase of 6% to the annual cost.</p>	

Meeting Management		ONE OFF	YEARLY
Description		\$9,000	\$7,125
Implementation (one-time cost)		\$9,000 <del>\$10,000</del> <b>\$1,000 OFF</b>	



**Description**

**Price**

**Included:**

- Migration of the past 6 months of Meeting Agendas for Regular Council Meetings
- Migration of one year of documents from previous system or PDF files from Council Meeting packages
- 8 hours of live training - split over two days
- Additional training accessible 24/7 with our Online Academy

\$7,125 / year

~~\$7,500~~ **5% OFF**

*All pricing and services below are subject to a signed license agreement based on a 4-year term, with annual renewal thereafter.*

Please note that the price displayed in this proposal represents the year-one cost only. Subsequent years will incur an increase of 6% to the annual cost.

Total One Off	\$9,000
Total Recurring	\$15,200 / year

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<b>Total Due Today</b>	<b>\$24,200</b>
------------------------	-----------------

# Click below to accept and move forward with the proposal!

Our implementation teams are ready to kick off this proposed solution for Richland County, WI.

The Initial Term of this Statement of Work (SOW) is three years. At the end of the Initial Term, the Agreement shall automatically renew for subsequent periods equal to the Initial Term, unless terminated by written notice by either party at least ninety (90) days prior to expiration.

Full terms and conditions are included below.

<https://govcontract.wpengine.com/saas-terms-conditions/>

If you have any questions, please reach out to me (Jackie Pankau-Daniels) at [jackie.pankau-daniels@catalisgov.com](mailto:jackie.pankau-daniels@catalisgov.com)!

Richland County, WI

181 West Seminary Street, Richland Center, WI 53581

Catalis Public Works and Citizen Engagement, LLC

Canada HQ: 10328 81 Ave NW, Ste 203, Edmonton, AB T6E 1X2

USA HQ: 3025 Windward Plaza, Ste 200, Alpharetta, GA 30005

**Accept**

# Contact Us

Website: [catalisgov.com](http://catalisgov.com)

USA: [833-781-8282](tel:833-781-8282)

CANADA: [888-403-4240](tel:888-403-4240)



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CATALIS™

**Richland County Public Works**

**Agenda Item Cover**

**Agenda Item Name:** County Board Room Audio Project

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	04/13/2023	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	04/12/2023	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve an amount not to exceed \$55,000.00 to upgrade the AV system in the county board room for Lifeline Audio Video Technologies of Platteville.

**Background:** *(preferred one page or less with focus on options and decision points)*

Since the beginning of Covid19 Richland County has put forward an effort to allow meetings to be conducted both in person and virtually allowing the public more input and flexibility. This action leads to more clarity in government and gives our constituents more opportunity to participate. The full county board has been meeting at the Phoenix Center for the past two and a half years and this puts much extra workload onto MIS. MIS also has had to add extra staff to ensure that there is someone available for all meetings and some meetings were not able to be held at the best times due to lack of staffing. This proposal will help to minimize the need for MIS personnel to be present for all meetings.

**Attachments and References:**

Quote from Lifeline Audio Video Technologies	
--	--

**Financial Review:**

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Fund 92 planned expense	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

*Cost for this would be not to exceed \$55,000.00.*

**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



41 Means Drive, Ste. A  
Platteville, WI 53818  
(800) 236-4327

**Richland County Administration**  
*Richland Center, WI*

***Audio Video and Control Project for County Boardroom***

Design Concept and Budget Document  
*Revised April 12, 2023*

**Design Overview – Scope of Work**

Lifeline AV's, Dean Goninen was invited by Barb Scott, MIS Director of Richland County to provide a design for an audio DSP (digital signal processing) and control system to replace an existing older system in the county's conference room. More recently, the board has actually been meeting outside of this space and IT staff have been setting up a portable system.

This design would implement newer technology that has allowed A/V companies like Lifeline to provide a comprehensive solution with easy-to-use features, with much less equipment. Barb mentioned in our conversations that she would like a solution that directly controls a web conference meeting in order to make the system as simple and user friendly as possible, so that no IT support would be needed. The solution that Lifeline has found that can handle WebEx meetings, which are currently being held, and TEAMS meetings, which is what the county wants to move to, is offered by CISCO. We have incorporated their touch screen solution into this overall A/V design.

Webex Room is free, a ZOOM Room or TEAMS Room subscription would be required for either of these platform. This provides the meeting functionality and recording capabilities. Should the County choose to livestream the proceedings, a freeware program like OBS would be required as a conduit between the conferencing platform and your online service, such as Facebook or YouTube. Lifeline would set this up and configure the software if needed.

The boardroom utilizes tables that could be moved for other needs in the space. With that and Barb's interest in the STEM type of product, the Lifeline design team is proposing the use of the Shure MXA710 Microflex Linear Array Microphone. There would be two of these microphones mounted on the bottom of the structural beams in the room. No matter where you are standing in the space, your voice will be heard. An option for a Gallery handheld microphone will be offered as well.

The addition of two PTZ type cameras in the space gives the end user the opportunity to show the activities of the room by two different views. Both available on the screen for a remote meeting participant.

An Energy-Star audio amplifier will be used. This device is super quiet and very efficient by utilizing a standby mode when not in use. The amplifier will power four smaller wall mounted speakers in the space.

For the most simple and easy to use system, Lifeline would recommend using the one 70" TV panel on the opposite wall from the projection screen. This gives a view of video for the board chair and others at the front table, plus members of the gallery that may be sitting off to the side. We would mount the TV panel higher on the wall on a tilt mount.

Because of the obstructed view and the logistical challenge to mount a TV behind the board chair, Lifeline would recommend continuing to use the projection screen. There remains a challenge to find the correct height as you are currently experiencing shadows on the screen as the projection is just catching the tops of people's heads. At the same time, if the screen is raised, more of the view is blocked by the cross beam. The only true effective solution to this situation would be to add a TV panel on both the left and right sides of the screen outside the overhead cross beam. If that were to happen, a TV panel could be considered to replace the projector and screen. A replacement projector has been offered for now, unless it's determined to pursue the added TV panel solution.

Lifeline would like further discussion to refine the design concept based on the client's feedback. A budgetary range has been provided to give you an idea of where this concept would land for cost. We feel it's a more cost effective solution than the individual microphone approach.

## Design Proposal – Audio, Video and Control Systems

### QSC Q-SYS Core 8 FLEX

This unit is the DSP and control brains of the audio system, it will provide the equalization, limiting, compression, and other audio processing that is necessary to make your microphones and other audio inputs sound their very best. Plus provide power on/off commands, etc.



### CISCO Touch Panel Controller

Cisco In-Room Controls enable effortless user control for Cisco WebEx Room Series and WebEx Board video conferencing devices. Q-SYS has developed a Q-SYS Control plugin that expand control capabilities of Cisco endpoints, combining Cisco controls with in-room AV controls provided by Q-SYS.

\*Lifeline AV does need to investigate the CISCO touch panel and WebEx integration with Q-SYS further, but right now we are confident that we can make it work.

### Shure MXA Ceiling Microphone System



The MXA710 Linear Array Microphone (4 ft version) represents the next evolution in Shure array microphone technology, designed for high-quality audio capture in premium AV conferencing environments. The sleek, linear form factor of the MXA710 allows for placement virtually anywhere in a meeting space and provides all the processing needed for echo and noise-free conference audio.

[Shure MXA710 Linear Array Microphone Audio Demo \(via YouTube\)](#)



## PTZ Video Camera System for Video Conferencing



### QSC Q-SYS – NC - 12x80 Conference Camera and Video Interface

QSC has developed a high quality motorized PTZ camera that gives you a beautiful HD picture, up to 1080p resolution and simple integration into the Q-SYS ecosystem. The camera offers a built-in video balun for the signal to be distributed digitally to the Q-SYS processor. The 80-degree width of the camera view should be adequate for your application when mounted toward one side of the room to give it the proper angle.

### Furman CN-1800 Power Conditioner/Sequencer



This rack mounted power conditioner offers a higher level of conditioning and spike protection for your A/V equipment. It also acts as a sequencer to power your audio equipment on or off in the proper order to avoid excessive start up power demands and avoid the usual pops and bangs associated with the startup of an audio system.

### Samsung 70" Video Panel

Powerful Crystal UHD delivers a super crisp and clear picture that's 4X more powerful than the resolution of full HD. It's a super reliable business TV with proven quality assurance from Samsung.



## Vivitek WUXGA Laser Projector

Vivitek is known for a high-quality projector that gives you the performance needed for a demanding presentation environment. This unit offers 6,000 lumens (vs the current 3,000 lumens) combined with Laser LED technology. The manufacturer offers a 3-year limited parts and labor warranty.



\*Major system components of this design are being shown. Other components of the system to make it functional would be provided.

## Initially Proposed Equipment and Services for Audio, Video and Control Systems Budget

### Qty Description

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1	QSC, Core 8 FLEX, Q-SYS DSP and Controller
1	QSC, SL-QSE-8N-P, Q-SYS Core Scripting License
1	QSC, SL-QUD-8N-P, Q-SYS Core Deployment License
1	CISCO, Touch 10, Touch Panel Room Controller
1	QSC, QIO-GP8x8, Logic Control Expansion Device
1	QSC, QIO-RMK, Rack Mount Tray
1	QSC, TSC-70-G3, 7" PoE Touchscreen Controller, for System Control
2	Shure, MXA710-4ft, Linear Array Microphone, 4ft version
1	QSC, SPA2-200, 200-watt Energy-Star Amplifier
4	QSC, AD-S6T, Two-way 6.5" Surface Mount Speaker w/Mount
2	QSC, NC-12x80, PTZ Optical Zoom Network Camera w/Mount
1	Furman, CS1800S, Power Conditioner/Sequencer
1	Key Digital, KD-MLV4x4Pro, 4x4 4K UHD HDMI Seamless Matrix Switcher
2	Key Digital, AOCH98P, Optical HDMI Cable
3	Key Digital, AOCH66P, Optical HDMI Cable
1	Samsung, 3S-BE70TH, 70" LED TV Panel
1	Peerless, ST670, Tilt Wall TV Panel Mount
1	Vivitek, DU4771Z, Laser LED, 6,000 Lumens, Contrast Ratio 20,000:1
1	D-Link, PoE Ethernet Switch
1	Cables/Connectors
1	Professional Programming
1	Professional Installation
1	Mileage

**Budgetary Range: \$55,000.00 - \$60,000.00**

Client provided:

- PC w/Wireless Keyboard and Mouse – *specifications to be provided.*
- Network Connection to Company IP Phone System – client programs extension
- Internet Connection

*Due to the volatility of product costs, the pricing in this design quote is guaranteed for 30 days. All projects must be reviewed for pricing updates after 30 days.*

## Optional Equipment

### Shure SLX Digital Wireless Microphone System

This is a high quality wireless microphone, dependable for every meeting.



Qty	Description
-----	-------------

- |   |   |
|---|---|
| 1 | Shure, SLXD24/SM58, Handheld Wireless Microphone System |
| 1 | Shure, UA221, Antenna Combiner                          |
| 1 | Professional Installation                               |

## Optional – Lifeline+ Maintenance Agreement

Lifeline Audio Video Technologies does offer a no worries maintenance contract on this proposed system.

### *What's covered?*

- Bumper to bumper contract.
- Repair or replacement of any equipment in sound/video system
- One cleaning a year
- One training a year

### *What's not covered?*

- Customer's negligence
- Theft, abuse, fire, flood, wind, lightning, unreasonable power line surges, or acts of God or public enemy
- Improper wiring, installation, repair or alteration of Equipment by persons unauthorized by Provider
- Use of any Equipment for other than the ordinary use for which such Equipment was designed or the purpose for which such Equipment was intended
- Failure to provide a suitable operating environment as prescribed by Provider or by an Equipment manufacturer, including, without limitation, with respect to electrical power, air conditioning and humidity control.
- The contract is for one calendar year and can be renewed up to seven years.
- A Lifeline AV Maintenance Agreement would be a separate document secured along with this contract if it's chosen. All equipment included will be documented for future reference.

### **Lifeline + Maintenance Agreement:**

Annual – Paid Monthly -	(6% of final Contract Price)
Annual– Paid Annually -	(5.5% of final Contract Price)
3 Year Prepaid -	(5% of final Contract Price x 3 yrs)

**Richland County Public Works**

**Agenda Item Cover**

**Agenda Item Name:** Printing Software AS/400

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	04/13/2023	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	04/12/2023	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to ... Approve the purchase of Printing software for the AS/400 in the amount of \$3,116.00.

**Background:** *(preferred one page or less with focus on options and decision points)*

As Richland County MIS moves to establish county wide printer contracts we find that not all printers will support AS400 printing. To facilitate this task we need to purchase software that will serve all departments. The software would be purchased from Gordan Flesh as they are the vendor who we will be contracting with for our printing needs.

**Attachments and References:**

Gordan Flesh Quote for Software	
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**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5180
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

*Cost for this would be a once time \$3,116.00.*

**Approval:**     *Barbara J Scott*

**Review:** *Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## GFC Solution Investment - Richland County

Qty	Manufacturer	Model	Description
			Object Generator (for AS400 Printing) License with 3 year Maintenance

<u>imageCARE Agreement</u>	
The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. Delivery, installation and start-up supplies is included. <i>Pricing does not include sales tax.</i>	
<b>Outright Purchase Price</b>	\$3,116.00

### Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

**Delivery, equipment installation, start-up supplies and training included.**

*Pricing does not include applicable sales tax. Pricing valid for 30 days.*

**03/30/2023**

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

## Next Steps

Thank you for choosing to partner with the Gordon Flesch Company. It is our goal to provide you with an exceptional customer experience and ensure you can fully leverage the technology in which you have invested. Below are some of the key milestones we feel are necessary to achieving this goal:

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### Authorize Agreements

- √ *Schedule Automatic Payments*
- √ *Set up Your Electronic Invoices (E-Invoices)*

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### Coordinate Successful Delivery

- √ *Delivery Coordinator - Collaborate to Determine Implementation Details*
- √ *Pre-Install Site Survey (If Deemed Necessary)*
- √ *Complete Networking Information Sheet*
- √ *Coordinate Delivery, Installation, & Training*

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### Complete Implementation & Training

- √ *Network the Device(s)*
- √ *Load Necessary Print Drivers*
- √ *Configure Automatic Meter Readings*
- √ *Set up Your Dedicated Customer Portal*
- √ *Configure All Required Device Settings*
- √ *Selected Key-User Training*
- √ *End-User Group Training*

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### Our Additional Value-Added Services

- Perform Complimentary Network Assessment
- Print Fleet Assessment & Analysis
- Develop Your Technology Roadmap
- Perform Account Reviews on Pre-Determined Basis

## Thank You

Please let us know if you have any questions, desire a walk-through of our facility, or would like a demonstration of our solution offerings.



Richland County Public Works

Agenda Item Cover

Agenda Item Name: Barracuda Renewal

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	04/13/2023	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	04/12/2023	<b>Referred by:</b>	

Recommendation and/or action language:

Motion to ... Approve the renewal of Barracuda Software from Jcomp Technologies in the amount of \$22,054.80

Background: (preferred one page or less with focus on options and decision points)

Richland County uses Barracuda subscription services for our security gateway, encrypted email and email archiver. We must pay to use these services every year. The total cost for this can come out of either a centralized cost or by department per user. The total cost for these services for the next year is \$22, 054.80

Attachments and References:

Gordan Flesch Quote for Software	
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5180
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Budgeted cost is \$22,054.80

Approval: Barbara J Scott

Review: Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Richland Co.  
February 03, 2023

Prepared By:  
Robert C. Carns MCSE, CCNA, CCDA, MCNE, CCA

**1 Year Renewals**

<b>Qty.</b>	<b>Description</b>		<b>Price</b>
4350	Barracuda Essentials Security Edition Per User - Co-Term to 05/01/2024	\$	13,050.00
12	Barracuda Web Security Gateway 410 Energize Updates Co-Term to 05/01/2024	\$	1,804.80
12	Barracuda Web Security Gateway 410 Instant Replacement Co-Term to 05/01/2024	\$	1,440.00
12	Barracuda Web Security Gateway 410 Advanced Threat Prot. Co-Term to 05/01/2024	\$	1,680.00
12	Barracuda Message Arciver Appliance 350 Energize Updates Co-Term to 05/01/2024	\$	2,280.00
12	Barracuda Message Arciver Appliance 350 Instant Replace Co-Term to 05/01/2024	\$	1,800.00

**Total** **\$ 22,054.80**