MEETING	DATE	TIME	LOCATION
Joint Sanitary District	Tuesday, March 19, 2024	6:30 p.m.	Board Room 1900 W. Grand Chute Blvd.

REMOTE AUDIO OPTIONS

Web Access:
https://grandchute.my.webex.com/grandchute.my/j.php?MTID=ma00f1d95576889fa02fc616d0358ea69
Access Code: 126 909 3174
Meeting Password: 1900

Telephone Access:
Dial: (408) 418-9388
Access Code: 126 909 3174
Meeting Password: 1900
PLEASE STAY CONNECTED AFTER THE SANITARY COMMISSION MEETING FOR THE TOWN BOARD MEETING

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA/ORDER OF THE DAY

D. PUBLIC INPUT Members of the public are welcome to address the Commission and Town Board. **Individuals are allowed to speak only about agenda items and must fill out a "Request to Speak" form and submit to the Town Clerk prior to the start of the meeting in order to speak during the Public Input segment of the meeting. If you wish to speak and are attending virtually, you must contact the Town Clerk 24 hours prior to the start of the meeting for special accommodations.** This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience.

E. CONSENT AGENDA
(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)
1. Approve regular joint meeting minutes – March 5, 2024.
2. Accept monthly reports – February.

Action: *Motion to approve/deny the consent agenda.*

F. FINANCIAL REPORTS
1. Accept paid vouchers – March 19, 2024.
2. Accept budget statements – February.

Action: *Motion to accept/deny the financial reports.*

G. NEW BUSINESS
1. Approve the bid from Precision Sealcoating, Inc. for the 2024 street sweeping services at an hourly rate of $115/hour. **Action:** *Approve/deny bid for 2024 street sweeping services from Precision Sealcoating at an hourly rate of $115/hour.*

H. ADJOURNMENT

Public Notice: Agendas are posted in the following locations: Town Hall bulletin boards & Town website www.grandchutewi.gov 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.
Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920-832-5644) with at least 24-hour notice.
Notice of Possible Quorum: A quorum of the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Community Development Authority, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission will be taken at this meeting.

JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – MARCH 5, 2024

CALL TO ORDER/ROLL CALL
The meeting was called to order at 6:30 p.m. by President Van Eperen.

PRESENT: Commissioner Wolff, Commissioner Ings, Commissioner English, Commissioner Gehring, President Van Eperen

STAFF: Richard Downey, Town Administrator; Greg Peterson, Police Chief; Mike Patza, Community Development Director; Tom Watson, Finance Director; Kayla Raatz, Town Clerk; Brent Braun, Information Technology Director; Sue Brinkman, Human Resources Director; Greg Koch, Interim Public Works Director; Steve Denzien, Fire Chief; Kelly Hanink, Assistant Fire Chief; Nick Vande Hey, McMahon Engineer; and Attorney Rossmeissl, Herrling Clark Law.

OTHERS: 17 signed attendance.

PLEDGE OF ALLEGIANCE
President Van Eperen led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY
Motion (Gehring/Wolff) to approve the agenda and order of the day. Motion carried, with no negative votes.

PUBLIC INPUT – There was no public comment.

CONSENT AGENDA
Approve regular joint meeting minutes – February 22, 2024.
Motion (Gehring/Ings) to approve agenda item one in the consent agenda. Motion carried, with no negative votes.

FINANCIAL REPORTS
Accept paid vouchers – March 5, 2024.
$963,786.16; (100505 – 100548)
Accept budget statements – January.
Motion (Ings/English) to accept the financial reports. Motion carried, with no negative votes.

NEW BUSINESS
Authorize purchase of 173 1" water meters and 173 MXU's for a cost of $72,390.

Director Koch clarified that the amounts being requested are actually 174 1" water meters, 156 single port and 17 dual port MXU's for a cost of $74,540.
Motion (Ings/English) to authorize the purchase of 173 1" water meters.

Commissioner Gehring asked what staff are experiencing in terms of accuracy for the meters.

Director Koch explained that the PSC requires that the meters be tested every 10 years. The batteries are dying so the units are failing and therefore are not registering water flow. At this time, staff are not sure how many are failing as this process has not been done in a long time so this year will be a benchmark year for the process.

Commissioner Ings asked if some of the meters are under warranty.

Director Koch confirmed they are, but the meters will first be tested by the Town and then by the company so they are not sure what they are going to find. If the battery has died, the Town will not be able to test them.

Commissioner Ings asked if those failing are replaced under the warranty, if that would reduce the number of meters that would need to be ordered in the second wave.

Director Koch confirmed yes. He also stated that failing meters could contribute to water loss, especially with a larger meter.

Commissioner English asked if other municipalities are experiencing the same thing and if so, would the PSC consider changing the testing requirements to more frequently.

Director Koch stated he has heard other communities are having the same failures, but does not know to what extent.

Commissioner Wolff asked how old the meters are.

Director Koch stated the meters are 10 years old. Next year there will be a significant amount of meters that will need to be changed as they will be at the 10-year mark. The whole process for the small meters will take 4 years. In 2024, they will be testing 1,053. In 2025, 1,228 meters. In 2026, 3,266. In 2027, 1,819. He clarified that the correct amount to be order is 174 1" water meters, 156 single port and 17 dual port MXU's for a cost of $74,540.

Attorney Rossmeissl suggested that the motion be amended to the correct amounts.

Commissioner Ings and Commissioner English agreed to amend their motion/second to reflect 174 1" water meters, 156 single port and 17 dual port MXU's for a cost of $74,540.

Commissioner Wolff asked if they had just ordered meters in the last several months.

Director Koch confirmed they did order the 5/8" meters previously, but they also need to order more for 2025 because the lead time is so far out.

Motion carried, with no negative votes.

Authorize staff to order 1,228 5/8" meters, 840 single port MXU's, and 392 dual port MXU's to be purchased in FY2025 for a cost of $413,480.

Director Koch clarified that the correct amounts are as follows: 1,228 5/8" meters, 955 single port MXU's, and 220 dual port MXU's for a total cost of $457,085 for FY2025.

Motion (Gehring/English) to authorize purchase of 1,228 5/8" meters, 955 single port MXU's, and 220 dual port MXU's for a total cost of $457,085. Motion carried, with no negative votes.

RESOLUTION

SD1-01-2024 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.
Motion (Ings/Wolff) to approve SD1-01-2024. Motion carried, with no negative votes.

ADJOURNMENT

Motion (Gehring Wolff) to adjourn. Motion carried, with no negative votes.
Meeting adjourned at 6:45 p.m.

These minutes were taken at a regular meeting held on March 5, 2024 and entered in this record book, March 6, 2024 by:

_____
Kayla Raatz, Town Clerk
Joint Sanitary District No. 1, No. 2, No. 3 & East Side Utility District
Initial Draft

Sanitary District No. 1 & 2
Monthly Report
February 2024

UTILITY LOCATES 208

SERVICE CONNECTION PERMITS
- WATER 5
- SEWER 6
- STORM 4

FT. OF VACTORING 60

QUARTERLY BILLS (Cycle 2) 4,938

NON-REVENUE WATER LOSS ACTIONS

- Staff has improved documentation for tracking water loss due to day to day operations (see attached breakdown for February).
- Staff changed out 138 meters in February.
- Staff performed leak detection in the following areas (see attached map):
  - N Woods Edge Drive
  - W Packard Street
  - N Hickory Farm Lane
  - W Elberg Ave

3/14/2024

February 2024 Non-Revenue Water

Date	Reason	Location	Estimated Gallons
Feb 1-Feb 29, 2024	Vactoring	Town Wide	5,600
2/5/2024	Leaking Hymax Clamps	4101 W Wisconsin	192,461
2/19/2024	Hydrant Flush - Chlorine Smell	Corner of Wren & Buran Way	14,440
2/20/2024	Fire Dept Training	Station 2	3,000
2/20/2024	Hole in Fire Supression System Under Building	McCain Foods	1,587,398
2/22/2024	Hydrant Flush - Chlorine Smell	4790 Wren Drive	25,000
2/24/2024	Fire Dept Training	Station 1	1,000
2/28/2024	Fire Dept Promotional Exam	Station 1	10,000
2/29/2024	Fire Dept Training	Station 1	3,000
		Total Gallons for February 2024	**1,841,899**

Town of Grand Chute Official Map

Legend

- Interstate Highway
- State Highway
- County Highway
- Local Road
- Private Road
- Platted Future Road
- Road Reservation
- Railroad
- Township Limits

Municipal Buildings

Town Hall & Police Department....F4
Fire Station 1....F4
Fire Station 2....D10

Parks

Carter Woods Park....E11
Lions Park....F6
Plamann Park....K1
Patriot Park....E8
Art Lecker Wilderness Park....G2
Prairie Hill Park....D6
Arrowhead Park....B11
Maple Edge Park....C5
Town Center Park....F4
Gordon Bubolz Nature Preserve....D2
Casaloma Conservancy....C7, D7
Old Stone Bridge Wooded Area....D8

Schools

Badger Elementary....D11
Houdini Elementary....F6

Cemeteries

Grand Chute Pioneer Cemetery....I4
Outagamie County Cemetery....D8
St. Mary's Parish Cemetery....F12

A

N ABENDROTH ST....D6
W ABITZ RD....B12
N ALTENHOFEN DR....A10
W AMBERWOOD LA....B5, C5
ANITA CT....B8
W ANITA ST....B8
APACHE CT....I5
APACHE PL....I5
APPLE CREEK CT....L2
E APPLE CREEK RD....I3, J3, K2, K3, L1, L2, M1
W APPLEGATE DR....F8
N APPLETON ST....I6
W ARROW CT....F3
W ASSOCIATED DR....C8
N ASSOCIATION DR....H5
W ASTER LA....B11
N AUTUMN CREST DR....B6

B

N BALLARD RD....L1–L4, M1–M5
W BARLEY WAY....F4
W BEAU RYAN CT....G4, H4
S BEHM CT....C12
W BIG BEND DR....E7
N BIRCHBARK CT....D4
BITTERSWEET CT....F6
N BLOSSOM DR....F8
W BLUEBELL LA....B11
BLUEMOUND CIR....E12
BLUEMOUND CT....D10
N BLUEMOUND DR....D5–D10, E5–E10
S BLUEMOUND DR....D10–D12
N BLUERIDGE DR....E5, E6
BOARDWALK CT....C11
N BONITA ST....N6
N BOUNTIFUL LA....D4, E4
W BOXWOOD LA....B6
W BRECKENRIDGE CT...G6
W BREWSTER ST....C8
W BRICKSTONE CT....G6
E BROADWAY DR....N1, O1
W BROADWAY DR....G1–I1
W BROOKVIEW DR....A8
BROOKWOOD CT....B12
N BULL RUSH DR....F4
N BURAN WAY....F2, F3
BUTTE DES MORTS CT...E12
BUTTERCUP CT....B11

C

N CAPITOL CT....C5, D5
W CAPITOL DR....C5–I5
S CASALOMA DR....B10–B12
W CASUAL CT....G4
CARIBOU CT....I5
N CASALOMA DR....B5–B9, C5–C10
CATTAIL CT....E4, E5
W CECILIA CT....H3
W CEDAR CREST CT....A11
CENTURY CT....E7
W CENTURY FARM BLVD....B5
W CHAMPION DR....B7
CHAPPELL CT....F5
N CHAPPELL DR....F5
W CHERRYWOOD CT....H6
CHICORY CT....B11
W CHICORY LA....B11
N CHIPPEWA ST....I5
W CLAIREMONT DR....A7, B7
N CLARITY LA....H5
CLOUDVIEW CT....E7
N CLOUDVIEW DR....E7
N COBBLE CREEK DR....B4, B5
W COLLEGE AVE....A10–F10
NORTH W COLLEGE SERVICE RD....D10–F10
SOUTH W COLLEGE SERVICE RD....D10–F10
W COMMONWEALTH CT....E8

C

CONSOLIDATED CT....A12
N COLORADO AVE....C8
N CONKEY ST....M7
N CONNIES CT....F7
W CONVERTERS DR....B6
N COREY LA....G4
W CORSICAN PINE DR....B4
W CORTLAND DR....F8
W COTTONWOOD CT....H6
COUNTY HIGHWAY CB....A12
N COUNTRY RUN DR....F6
CRAB APPLE CT....F8
N CRANE DR....E4
CREEK WATER CT....C11
W CREEK VALLEY LA....E7
CRESTWAY CT....K2
N CRIPPLE CREEK DR....B5
S CROCUS LA....B11
N CROSSCREEK CIR....E5
CROSSING CT....E4

D

W DARLING ST....E8
N DAVID ST....H3
N DEER VALLEY CT....E4
W DEERVIEW DR....H1
DEERWOOD CT....H6
N DIVISION ST....I5, I6
DOGWOOD CT....B11
DUCHESS CT....F8

E

N EAGLE CREST DR....D1
W EARTHROCK RD....C1
E EDGEWOOD DR....I2–O2
W EDGEWOOD DR....A2–C2, F2–I2
N EDWARD ST....E7
N EDWIN ST....A8
W EIGHTH ST....B10–F10
W ELBERG AVE....E9
W ELSNER RD....G4, H3
N ERIN DR....G5
N EVERGREEN CT....M5
E EVERGREEN DR....I4 – O4
W EVERGREEN DR....G5 – I5

F

W FALLEN OAK DR....E4
N FEDERATED DR....C8
W FIELDWOOD LA....C5
E FIRST AVE....I6, J6, N6
W FIRST AVE....D6, E6, I6
E FLORIDA AVE....I6, N6
W FLORIDA AVE....D6, I6
S FORESTBROOK LA....E11
FOREST TREE CT....B11
W FOURTH ST....C11, E11
N FOX RIVER DR....C10
W FOXGLOVE LA....E4
FRASER FIR LA....F2
W FRANKLIN ST....E10
N FRENCH RD....N1–N8
FRONTAGE RD....C8

G

N GALAXY DR....H4
N GARYS LA....F7
N GILLETT ST....G2 – G5
GLEN CREEK PL....E7
W GLENDALE AVE....E7, F7
W GLENPARK DR....E7
W GLENWOOD DR....E7
S GLENRIDGE CT....D10
GOLDBECK CT....G5
S GOLDENROD DR....B11
GOLF TERRACE CT....C12, D12
W GRAND CHUTE BLVD....E4, E5, F4
W GRAND MEADOWS DR...B11, C11
W GRANDE MARKET DR....A10 – C10
N GRAND VIEW RD....M9
N GREEN GROVE RD....M9
W GREENLAWN LA....G5
W GREEN MEADOW DR....E11
GREEN HAVEN CT....I6
W GREENVILLE DR....A7, A8, B8, C8
GREVES CT....E5

H

E HAMMOND AVE....M9
W HANSKIMMEL DR....C10
N HARD DR....F9
W HARMONY LA....C1
W HARVEST DR....F8
W HEATHER AVE....E7
N HEGNER FARM CT....E7
W HERITAGE AVE....D6
HERITAGE CT....L1
W HERON LA....F3
W HIAWATHA DR....E5–H5
N HICKORY FARM LA....E9
W HIDDEN PINE DR....E4
E HIETPAS ST....M7
W HIGHLAND PARK AVE....I6
W HIGHVIEW DR....D9
W HIGHWAY DR....E7
W HILL CT....E3
HILLTOP CT....C12
N HINE ST....E8
N HOLIDAY DR....L3
W HONEYSUCKLE LA....E4
N HONEYWOOD CT....D4
W HUBBLE LA....H4
N HUNTERS LA....B5

I

N INDIGO LA....H3
W INDEPENDENCE CT....E8
INNOVATION CT....E8
W INTEGRITY WAY....A9–C9
INVERNESS CIR....D11, D12

J

W JACK PINE CT....B4
W JONATHON DR....F8
JUSTIN CT....E11
W JUSTIN ST....D11

K

W KARALYN WAY....E11
W KAYLEE LA....G4
S KELLER PARK DR....C11
W KOHL DR....F3
KOOLS CT....D11
S KOOLS ST....D10
N KURT AVE....J3

L

E LANSER CT....N1
N LANSER LA....N1
W LAWRENCE ST....B10–F10
LEROY CT....I3
N LIGHTNING DR....M2

L

N LILAS DR....E8–E10
S LILAS DR....E11
W LITTLE RANCH RD...G4
LONG CT....A10
S LONG CT....A10
N LONGWOOD LA....F6
N LYNNDALE DR....E1, E2, F2–F10
S LYNNDALE DR....E10, E11
W LYNNDALE CT....F9

M

MAGNOLIA CT....E4
N MALL DR....C10
N MAPLE EDGE CT....C5
S MAPLE HILL DR....B10
W MARQUETTE ST....F7
W MASON RIDGE CT....G6
S MAYFLOWER DR....A10, A11
N MARGARET ST....C8
N MASON ST....H5
N MAYFLOWER DR....A1–A10
N MCCARTHY RD....A1–A10
S MCCARTHY RD....B10
N MC INTOSH DR....F8
N MEADE ST....J1–J6
MEADOW ROW CT....K2
MEADOWBROOK CT....E12
MEADOWBROOK LA....E12
MEDARD PL....C11
MEI MAR CT....I3
E MELODY LA....L3
E MEMORY LA....L3
N METRO DR....C10
W MICHAELS DR....A9–C9
MICHELLE CT....F7
W MIDWEST DR....A12
N MILKWEED TR....H3
N MILLBROOK RD....E7
S MISTY LA....B10
W MONTANA AVE....H3
N MOON GLOW CT....H4
MORNING STAR CT....F8
N MORRISON ST....J6
MULBERRY CT....D5
N MUTUAL WAY....B9

N

W NATALIE DR....F9
W NATURES LA....A11
W NAVITUS DR....H5
N NEUBERT RD....A6
W NEW HORIZON BLVD....B12
NICOLET CER....C12
S NICOLET RD....C10–C12
NIGHT SKY CT....G4
W NOELLE LA....F4
W NORDALE DR....F7
NORTH LAKE CT....L2
NORTH LAKE RD....L2
E NORTHLAND AVE....M6, N6
W NORTHLAND AVE....D6–F6
W NORTHLAND CT....D6
NORTHRIDGE CT....C5
N NORTHRIDGE LA....D5
W NORTHSTAR DR....H4

O

N OAKDALE LA....F6
N OLDE CASALOMA DR....C7, C8
W OLD OAK DR....E4
OLIVER CT....E4
S OLSON AVE....E11
ONEIDA CT....I5
N ONEIDA ST....I5, I6
N ORION LA....H4
N OUTAGAMIE ST....G5, G6
OUTER RING RD....C9

P

W PACKARD ST....A9–F9
PAMPAS DR....E5
PARK PL....C11
PARK LAWN CT....I6
W PARKMOOR CT....E7
W PARKRIDGE AVE....D6, E6, I6
PARK SITE PL....L2
PARKVIEW DR....L2
E PARKVIEW WAY....L1
W PARKWAY BLVD....B7, C7
PENNSYLVANIA AVE....A10
W PERIWINKLE CT....B11
W PERSHING ST....F7
N PERKINS ST....F7–F10
PHEASANT RUN CT....F7
N PHEASANT LA....B5
PINE CT....C11
W PINE ST....B11–D11
S PLEASANT ST....E10
W PLEASANT WAY....A8
PLEASANTVIEW CT....E7
W POLARIS CT....H4
N POPP LA....E8
W POPPY DR....B11
N POTATO POINT RD....M8
N PRAIRIE ROSE LA....B4
W PRAIRIE SONG LA....B5
N PRAIRIEWOOD DR....C5
N PRESERVATION TR....C1
W PROSPECT AVE....A12–F12
PROSPECT CT....B12

Q

W QUAKER RIDGE LA....D11

R

W RACHEL LA....G4
N RAMBLING ROSE DR...F6
W RANDALL ST....E8
W RED BARN CT....B5
W RED TAMARACK CT....C5
N REXFORD ST....E7, E8, E9
N RICHMOND ST....N1–N12
S RIDGE LA....D11
E RIDGE HAVEN LA....L2
W RIDGEVIEW CIR....I6
W RIDGEVIEW DR....I6
N RIFLE RANGE RD....D5
W ROBERTS AVE....F8
ROSE CT....I3
W ROSELAWN DR....E5–H5
N ROSE MEADOW LA....B5
ROSENBERRY CT....B5
N ROSEWOOD DR....L1
N RUSSELWOOD DR....C5
W RUSSET CT....F8
W RYEGRASS DR....E5
N RYNDERS ST....E8

S

SANCTUARY CT....G6
SANCTUARY DR....G6
W SANDRA DR....A8
W SCHROTH LA....A8, B8
N SCHUH RD....I3
W SCOTCH PINE CT....B4
E SECOND AVE....N6
W SECOND ST....F11
SELMA CT....E6
SENECA CT....I5
W SENECA DR....E5–I5
W SERENITY CT....A11
W SETTLERS CT....E8
N SHADYWOOD CT....E4
N SHAWNEE AVE....E5
N SHAWNEE LA....E5
N SHERRI LIN CT....F7
SHOOTING STAR LA....H4
W SHOSHONE DR....I5
E SIERRA LA....I3
N SILKWOOD CI....H3
N SILVERSPRING DR....B8
SIOUX CT....I5
W SIOUX DR....I5
SKYWAY CT....G4
N SKYLARK DR....E7
N SKYWAY LA....G4
W SOPHIA LA....F4
E SPARTAN DR....J2
SPENCER LA....F11
W SPENCER ST....A10–F10
SPENCER VILLAGE CT....F11
N SPICEWOOD LA....F6
W SPRING HOLLOW DR....F6
SPRING MEADOW CT....C11
SPRINGBROOK CER DR...C11
N SPRUCE ST....H6
STAMES DR....F12
N STAR POINT LA....H4
N STAR RIDGE LA....H4
W STARVIEW CT....H4
W STARVIEW DR....G4
STONEHEDGE LA....E11
STONEY CREEK CT....B5
N STORY ST....H5
W SUGAR CT....F3
W SUGAR LA....F3
N SUGAR MAPLE LA....E4
N SUGARBERRY LA....E4
N SUMMIT ST....H5
SUN VALLEY CT....I6
N SUNCREST LA....F6, F6
W SUNFLOWER RD....B11
S SUNNY SLOPE CT....F12
N SUNNYVIEW BLVD....E6
W SUNNYVIEW CIR....E6
W SUNNYVIEW RD....D6, E6
N SUNRIDGE DR....G6
SUNRISE CT....C11
N SUNRISE LA....A8
W SUNSET AVE....E6, I6
W SUNSET CT....D6
SWEETWOOD CT....C5
N SYSTEMS DR....E7, E8

T

TEARDROP CT....E6
TECHNOLOGY CIR....A12
S TECHNOLOGY DR....A12
N TEMPEST CT....A6
N TERRI LA....G6
N THISTLE LA....H3
N THORNBERRY DR....B5
N THORNWOOD DR....C5
W TILLMAN ST....D11, E11
TIMBER CREST CT....E8
TIMBER ROW....B4, C4
S TIMMERS LA....D11
N TONY CT....H3
TOWNE LAKES AVE....F5
TOWNE LAKES CIR....F5
N TRAILWAY LA....E4
W TRASINO WAY....C8
TRI PARK CT....E8
TRI PARK WAY....E7, E8
W TWIN WILLOW CT....E6
W TWIN WILLOWS DR....E6
N TYLER DR....F7

U

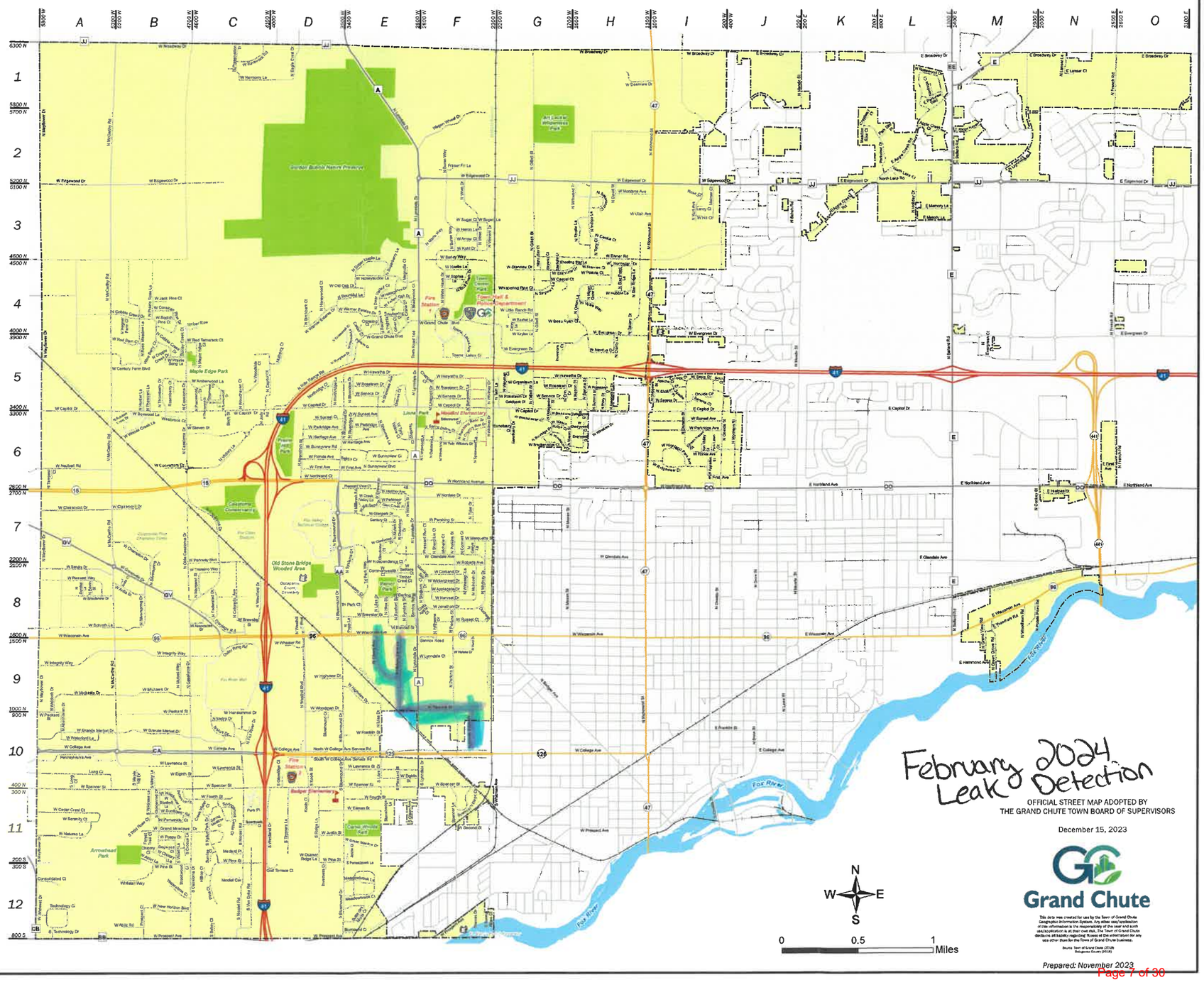
W UTAH AVE....H3

V

S VAN DYKE RD....C12
N VICTORY LA....C6
N VINCENT DR....F3
S VIOLET LA....B11

W

N WALDOCH DR....A9
WAGON WHEEL DR....F2
W WARNER ESTATES DR...D4, E4
W WATERFORD LA....A10
WATERSTONE CT....B12
W WAYMAN CT....G5
N WAYSIDE LA....E5
W WELLSPRING DR....E4
WESTBROOK CT....B6
W WESTCHESTER CT....G6
N WESTFIELD DR....C8
N WESTHILL BLVD....D8–D10
S WESTLAND DR....D11
W WHEELER RD....C9
WHISPERING PINE CT....G4
S WHITMAN AVE....F11
N WHITE HAWK DR....F3–F5
WHITETAIL WAY....E12
N WHITNEY DR....F5–F8
W WILDFLOWER LA....B11
S WILD ROSE CT....B11
S WILD ROSE LA....B11
N WILHARMS DR....F8
N WILLIAM ST....E7
WILLIAMS ST....E8
W WILLIS WAY....H4
N WINDSONG LA....F6
W WINDTREE DR....H6
WINE BERRY CT....B5
N WINNESAP LA....F8
W WINTERGREEN DR....F8
E WISCONSIN AVE....M8, N8
W WISCONSIN AVE....A8–F8
N WOODHAVEN CT....C5
E WOODLARK RD....M8, M9
N WOODLAWN RD....M8
W WOODMAN DR....D10
W WOODS CREEK LA....B6
N WOODS EDGE DR....F10
N WOODSIDE CT....C5
W WOODSTONE DR....G6, H6
N WREN DR....F3



February 2024 Leak Detection

OFFICIAL STREET MAP ADOPTED BY
THE GRAND CHUTE TOWN BOARD OF SUPERVISORS

December 15, 2023

Grand Chute

This data was created for use by the Town of Grand Chute Geographical Information Systems. Any other use/application of the information is the responsibility of the user and such use/application is at their own risk. The Town of Grand Chute disclaims all liability regarding fitness of the information for any use other than for the Town of Grand Chute business.

Source: Town of Grand Chute (2024) Outagamie County (2024)

Prepared: November 2023

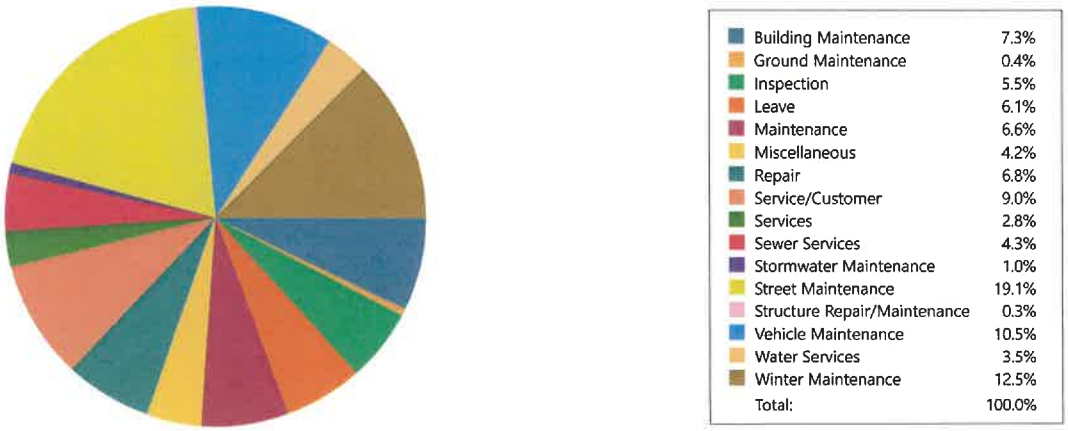
Grand Chute Public Works

Reporting Dates February 2024

Cost Summary by Task Type

Task Type		Labor Hours	Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost	%
002	Building Maintenance	330.3	$10,320.54	$1,924.00	$0.00	$0.00	$0.00	$12,244.54	7.3%
003	Ground Maintenance	16.0	$619.52	$118.40	$0.00	$0.00	$0.00	$737.92	0.4%
004	Inspection	192.0	$7,633.11	$1,616.21	$0.00	$0.00	$0.00	$9,249.32	5.5%
017	Leave	267.3	$10,312.20	$0.00	$0.00	$0.00	$0.00	$10,312.20	6.1%
005	Maintenance	232.3	$9,302.45	$1,855.77	$0.00	$0.00	$0.00	$11,158.22	6.6%
006	Miscellaneous	171.0	$6,991.21	$96.20	$0.00	$0.00	$0.00	$7,087.41	4.2%
009	Repair	220.5	$9,256.72	$2,177.68	$0.00	$0.00	$0.00	$11,434.40	6.8%
010	Service/Customer	328.3	$12,476.63	$2,632.18	$0.00	$0.00	$0.00	$15,108.81	9.0%
011	Services	96.0	$3,676.17	$1,108.68	$0.00	$0.00	$0.00	$4,784.85	2.8%
027	Sewer Services	137.5	$5,211.33	$2,099.48	$0.00	$0.00	$0.00	$7,310.81	4.3%
024	Stormwater Maintenance	28.0	$1,120.11	$527.16	$0.00	$0.00	$0.00	$1,647.27	1.0%
012	Street Maintenance	712.0	$22,694.81	$9,367.24	$0.00	$0.00	$0.00	$32,062.05	19.1%
013	Structure Repair/Maintenance	12.0	$457.32	$97.68	$0.00	$0.00	$0.00	$555.00	0.3%
016	Vehicle Maintenance	338.5	$13,149.33	$4,454.85	$0.00	$0.00	$0.00	$17,604.18	10.5%
022	Water Services	119.8	$4,514.17	$1,315.72	$0.00	$0.00	$0.00	$5,829.89	3.5%
028	Winter Maintenance	209.0	$9,011.23	$11,958.69	$0.00	$0.00	$0.00	$20,969.92	12.5%
Task Types:	**16**	**3,410.3**	**$126,746.83**	**$41,349.93**	**$0.00**	**$0.00**	**$0.00**	**$168,096.76**	

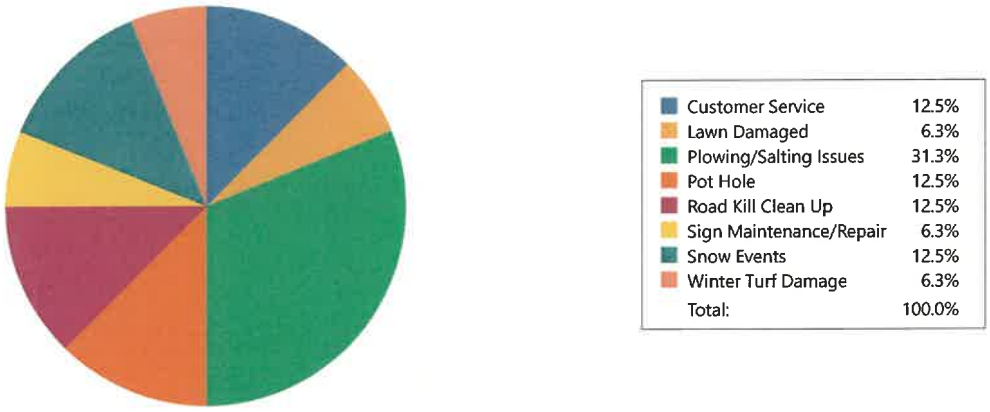
Cost Summary by Task Type



Service Request Distribution By Request Type

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	Percentage
Customer Service	2	2.50	60.00	12.5%
Lawn Damaged	1	11.00	264.00	6.2%
Plowing/Salting Issues	5	3.40	81.60	31.2%
Pot Hole	2	3.50	84.00	12.5%
Road Kill Clean Up	2	2.50	60.00	12.5%
Sign Maintenance/Repair	1	5.00	120.00	6.3%
Snow Events	2	13.50	324.00	12.5%
Winter Turf Damage	1	1.00	24.00	6.3%
Total Service Requests	**16**	**4.88**	**117.00**	

Service Request Distribution By Request Type



Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
61						
100557	03/15/2024	CORE & MAIN	U386209	RUBBER METER WASHERS	61-01-66300-390	240.54
100557	03/15/2024	CORE & MAIN	U416429	RUBBER METER WASHERS	61-01-66300-390	355.00
Total 100557:						595.54
100560	03/15/2024	FERGUSON WTRWRKS #1476	0407983-1	METER GASKETS	61-01-66300-390	239.20
Total 100560:						239.20
100573	03/15/2024	NORTHERN LAKE SERVICE IN	2402550	2024 WDNR DRINKING WATER REQUIREMENTS	61-01-67300-390	740.56
Total 100573:						740.56
100579	03/15/2024	PRIMADATA LLC	65669	UTILITY BILL POSTAGE (CYCLE 2)	61-01-90300-311	2,373.41
Total 100579:						2,373.41
100581	03/15/2024	ROBERT J IMMEL EXC. INC	20268	WATERMAIN REPAIR WISC AVE AT I-HOP	61-01-67300-390	10,665.00
100581	03/15/2024	ROBERT J IMMEL EXC. INC	20269	REPAIR WATERMAIN (WISC AVE EAST OF HWY 41)	61-01-67300-390	16,717.61
Total 100581:						27,382.61
100588	03/15/2024	USA BLUE BOOK	INV00277375	LEAK DETECTION EQUIPMENT	61-01-64200-390	197.03
Total 100588:						197.03
Total 61:						31,528.35
62						
100566	03/15/2024	GRAND CHUTE UTILITIES	02292024-WL	STORMWATER CHRGS - LIFT STATION #3	62-02-82100-220	6.74
Total 100566:						6.74
100571	03/15/2024	MACQUEEN EMERGENCY	P32637	VACTOR HOSES	62-02-82700-340	683.96
Total 100571:						683.96
100590	03/15/2024	WE ENERGIES	4938818247	GAS SVCS - LIFT STATION #'S 4 & 6	62-02-82100-220	20.46
Total 100590:						20.46
Total 62:						711.16
63						
100579	03/15/2024	PRIMADATA LLC	65668	UTILITY BILLING (CYCLE 2)	63-03-82000-290	443.32
Total 100579:						443.32
100590	03/15/2024	WE ENERGIES	4930849870	GAS/ELECTRIC SVCS - STORM WATER PONDS	63-03-82000-220	11,431.52
Total 100590:						11,431.52
240305002	03/05/2024	PSN	03052024	FEBRUARY BILLNG	63-03-82000-290	49.95
Total 240305002:						49.95

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
Total 63:						11,924.79
Grand Totals:						44,164.30

Kayla Raatz, Town Clerk Kayla Raatz Date: 3/14/2024

TOWN OF GRAND CHUTE
SANITARY DISTRICT #1
2024 BUDGET STATEMENT
FEBRUARY 2024

	2024 BUDGET	CURRENT MONTH	2024 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	940,592	88,113	116,585	12%	824,007
OPERATIONS AND MAINTENANCE	5,684,295	699,114	763,576	13%	4,920,719
Subtotal-Operating Expense	6,624,887	787,227	880,161	13%	5,744,726
DEBT SERVICE	395,000	-	-	0%	395,000
CAPITAL IMPROVEMENTS	5,189,550	56,000	89,898	2%	5,099,652
Subtotal-Capital Expenses	5,584,550	56,000	89,898	2%	5,494,652
TOTAL EXPENSE	**12,209,437**	**843,227**	**970,059**	**8%**	**11,239,378**
REVENUES					
Operating Revenues	6,756,121	990,086	1,404,694	21%	5,351,427
Capital Revenues	7,333	-	-	0%	7,333
TOTAL REVENUES	**6,763,454**	**990,086**	**1,404,694**	**21%**	**5,358,760**
Operating Net Income	131,234		524,532		

TOWN OF GRAND CHUTE
SANITARY DISTRICT #2
2024 BUDGET STATEMENT
FEBRUARY 2024

	2024 BUDGET	CURRENT MONTH	2024 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	685,538	70,860	88,667	13%	596,871
OPERATIONS AND MAINTENANCE	3,267,068	55,581	229,020	7%	3,038,048
Subtotal-Operating Expense	3,952,606	126,440	317,687	8%	3,634,919
DEBT SERVICE	45,000	-	-	0%	45,000
CAPITAL IMPROVEMENTS	4,111,650	-	(3,742)	0%	4,115,392
Subtotal-Capital Expenses	4,156,650	-	(3,742)	0%	4,160,392
TOTAL EXPENSE	**8,109,256**	**126,440**	**313,945**	**4%**	**7,795,311**
REVENUES					
Operating Revenues	3,729,400	534,492	730,405	20%	2,998,995
Capital Revenues	5,633	-	-	0%	5,633
TOTAL REVENUES	**3,735,033**	**534,492**	**730,405**	**20%**	**3,004,628**
Operating Net Income	(223,206)		412,717		

TOWN OF GRAND CHUTE
SANITARY DISTRICT #3
2024 BUDGET STATEMENT
FEBRUARY 2024

	2024 BUDGET	CURRENT MONTH	2024 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	721,460	42,319	56,123	8%	665,337
OPERATIONS AND MAINTENANCE	1,720,548	8,179	46,606	3%	1,673,942
Subtotal-Operating Expense	2,442,008	50,498	102,729	4%	2,339,279
DEBT SERVICE	730,000	-	-	0%	730,000
CAPITAL IMPROVEMENTS	2,565,050	-	(3,802)	0%	2,568,852
Subtotal-Capital Expenses	3,295,050	-	(3,802)	0%	3,298,852
TOTAL EXPENSE	**5,737,058**	**50,498**	**98,927**	**2%**	**5,638,131**
REVENUES					
Operating Revenues	3,807,700	602,463	803,516	21%	3,004,184
Capital Revenues	3,533	-	-	0%	3,533
TOTAL REVENUES	**3,811,233**	**602,463**	**803,516**	**21%**	**3,007,717**
Operating Net Income	1,365,692		700,788		

TOWN OF GRAND CHUTE
EAST SIDE UTILITY DISTRICT
2024 BUDGET STATEMENT
FEBRUARY 2024

	2024 BUDGET	CURRENT MONTH	2024 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	10,775	-	-	0%	10,775
OPERATIONS AND MAINTENANCE	23,865	509	509	2%	23,356
Subtotal-Operating Expense	34,640	509	509	1%	34,131
CAPITAL IMPROVEMENTS	-	-	-	0%	-
Subtotal-Capital Expenses	-	-	-	0%	-
TOTAL EXPENSE	**34,640**	**509**	**509**	**1%**	**34,131**
REVENUES					
Operating Revenues	55,756	18,423	25,906	46%	29,850
TOTAL REVENUES	**55,756**	**18,423**	**25,906**	**46%**	**29,850**
Operating Net Income	21,116	17,914	25,397		

Grand Chute
experience better

SANITARY COMMISSION
AGENDA MEMORANDUM

MEETING DATE: March 19, 2024
FROM: Greg Koch, Director of Public Works
RE: Approve the bid from Precision Sealcoating, Inc. for the 2024 street sweeping services at an hourly rate of $115/ hour.
TYPE: New Business

Background Information: 2024 street sweeping services were advertised and staff also reached out to potential contractors to submit a bid. Only one bid was received from Precision Sealcoating, Inc. at an hourly rate of $115/ hour. This is the same hourly rate as 2022 and 2023 and is still competitive as it relates to what surrounding communities that contract for these services are paying. Staff will be analyzing the cost effectiveness of bringing street sweeping in house in the future.

Precision Sealcoating performed street sweeping services for the Town for the last five years and staff have been very satisfied with their performance.

Fiscal Impact: Sufficient funds have been budgeted in the San 3 budget account 63-03-82000-290.

Recommended Action: Staff recommends approval of the bid from Precision Sealcoating, Inc. for 2024 street sweeping services at an hourly rate of $115/ hour.

Attachments:
1. RFB including Precision Sealcoating's proposal.

REQUESTS FOR BID
FOR
STREET SWEEPING SERVICES

BID #2024-02

ISSUED BY:

TOWN OF GRAND CHUTE

PUBLIC WORKS DEPARTMENT

All required bid documents/copies must be submitted
No later than 3:00 P.M. March 12, 2024 to:

Town of Grand Chute Department of Public Works
1900 W. Grand Chute Boulevard
Grand Chute, WI 54913

LATE BIDS WILL BE REJECTED
There will be a public opening for this Bid
Town Board Room
1900 W. Grand Chute Boulevard
Grand Chute, WI 54913

Issued: February 23, 2024

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1. GENERAL INFORMATION AND SCOPE:

The Town of Grand Chute (Town) is hereby requesting bids be submitted to establish a contract for the purchase of street sweeping services for the 2024 season.

The Town is requesting street sweeping services that provides sweeping equipment to comply with the requirements of its Municipal Separate Storm Sewer System (MS4) permit.

In general, where storm water is served with a storm water management pond, the Town will require sweeping those areas three (3) times per year. It is anticipated that these areas will be swept initially in the spring, one mid-summer, and one at the end of the sweeping season.

The other urban areas identified have historically been swept 13 times per year. Sweepings are bi-weekly based on the days listed on the map provided along with this RFB.

The Town currently has approximately 73 road miles of streets that it sweeps on an annual basis.

Submitted bids should be based on the assumption that a total of 13 weekly sweeping events per year will be completed. The bid should include the hours per day and number of days each sweeping event requires to complete the work specified. From 2018-2023, the average hours per year the Town spent street sweeping was approximately 1,200 man hours. This utilized two (2) sweepers for most of the week during the time frames noted herein.

The Town reserves the right to modify the total number of sweepings required based on expenditures as the year progresses.

Retain a copy of these Bid documents for your files. Should you receive the award, these Bid documents become the contract terms and conditions.

2. CONTRACT TERM:

Date of Award, through **December 31, 2024**. Any extension must be authorized by mutual agreement of the vendor and the Town.

3. INQUIRES:

No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified with the Request For Bid (RFB). In preparing its proposal, the Vendor shall rely only on what has been communicated in writing, and no oral communication shall become the basis for any subsequent protest of the selection process. No questions, written or emailed, will be answered after the close of business **two (2) days prior** to the deadline of the RFB. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, they shall notify the Town contact named below and request a modification or clarification.

Any questions pertaining to this RFB shall be directed emailed to greg.koch@grandchutewi.gov (with the subject heading of "2024 Street Sweeping Services RFB Questions").

Following the closure of questions at the **inquiry deadline noted above**, a single response will be prepared for all questions received and circulated to all recipients of this RFB.

It is anticipated that the award of this Agreement will be made by **Tuesday, March 19, 2024**. Please ensure all the proper insurance paperwork is in order, so the award is not delayed.

4. METHOD OF BID:

Bids are to be submitted on the attached proposed fee schedule. All prices must be quoted in U.S. Dollars. Bidder must bid on the enclosed Bid Offer Form.

5. BID SUBMISSION:

Bidders must submit an original and one copy including all required materials for acceptance of their bid by the date and time listed on the Bid Cover Sheet. Any bids received after that time and date will be rejected. Receipt of a bid by the US mail system does not constitute receipt of a bid by the Town, for purposes of this RFB.

Faxed and email bids are not accepted. Bids must be forwarded to:

Town of Grand Chute Public Works Department
1900 W. Grand Chute Boulevard
Grand Chute, WI 54913

All bids are to be packaged, sealed, and show the following information on the outside of the package:

Vendor's Name and Address
Request for Bid Title
Request for Bid Number
Bid Due Date

6. BID RESPONSE REQUIREMENTS:

In order for your bid to be considered, the following information must be provided by the due date and time listed on the bid cover page. Include:

- Addendum Cover (Signature) Pages(s), if applicable to this bid request
- Signature and Authority Affidavit Form, Attachment A
- References Sheet, Attachment B
- Bid Offer Form, Attachment C

The Signature and Authority Affidavit submitted in response to this RFB must be signed by the person in the Contractor's organization who is responsible for the decision as to the prices being offered in the Bid or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide these forms/information with your bid submittal may disqualify your bid.

7. METHOD OF AWARD:

Award(s) shall be made on the basis of the lowest overall price per item form a responsive, responsible bidder who meets specifications and is in the best interest of the Town. Bidder's timeliness of service delivery, quality of equipment, capabilities, and competence of staff may be considered when making this award.

8. BIDDER/CONTRACTOR QUALIFICATIONS:

To be eligible for a contract award, the bidder must be qualified and able to provide the following:

- Bidder must supply references of three firms to which similar services have been provided during the past five years to a comparable-sized institution or company. If contacted, all of those references must verify that a high level of satisfaction was provided. Use Attachment B to list references.
- Bidder must be in the business of street sweeping for the past five years.
- Awarded contractor must provide a Certificate of Insurance naming the Town of Grand Chute as additionally insured and maintain the minimum limits specified for the term of the contract. All policies must be issued with a 30-day cancellation notice, by an insurance company licensed to do business in the State of Wisconsin, with a minimum AM Best rating of A1, and signed by an authorized agent.
- Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
- Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars ($1,000,000) liability for bodily injury and property damage including products liability and completed operations; with additional umbrella liability insurance coverage to a total of not less than two million dollars ($2,000,000). Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars ($1,000,000) per occurrence combined single limit for automobile liability and property damage.

9. SPECIFICATIONS:

The following specifications are minimum acceptable requirements. Bid specifications may not be revised without an official written addendum issued by the Town.

- All self-propelled high-efficiency street sweeping services provided must fully comply with all industry standards, OSHA, State, Federal, and Local laws, codes and ordinances.
- Equipment must be properly maintained and in working order as per manufacturer's specifications.
- Equipment operators must be properly trained and proficient with the equipment.
- Services must be performed in a professional safe manner and follow the direction of the Town.
- It is anticipated that services will begin on or around **March 29** and ends on or around **November 25**. The bulk of services to be scheduled and completed on or around **August 19**, subject to weather conditions.
- See **Attachment E** – Anticipated Service Locations for a list of estimated service for 2022. The Town does not guarantee a specific quantity or dollar amount. Bids that state the Town must guarantee a specific quantity or dollar amount may be disqualified.
- The Town will provide dumping locations at Town Hall.
- The Town will dispose of waste collected from sweeping.
- The Town will provide the use of water at the designated area located at Town Hall.
- A weekly log shall be filled out and turned in with each invoice to the Town; the log shall include date, hours of work per person per day, yards of debris swept and dumped, and gallons of water used. (**See Attachment F**).

10. ON SITE SERVICES:

In carrying out the scope of this contract, the Contractor shall be required to perform services on Town property. Bidders must include all transportation, fuel and insurance charges. Failure to include these costs may disqualify your bid.

11. SUBCONTRACTING OR THIRD PARTY PAYMENTS:

All subcontracting shall be pre-approved by the Town before work begins. Subcontractors must abide by all terms and conditions of the contract. The prime contractor shall be responsible for all subcontractor(s) work and payment. The Town will not pay any subcontractor or third parties directly

12. FIRM PRICES:

The awarded Contractor(s) may not increase pricing for the entire contract period. Awarded Contractor(s) may lower pricing during the term of the contract due to changing market conditions.

13. INVOICING REQUIREMENTS:

The Town's terms are to pay or reject invoices within 30 days of receipt. Before payment is made, it also must verify that all invoiced charges are correct as per this Contract. Only properly submitted invoices shall be officially received for payment. The Contractor shall submit itemized monthly statements for services and include a breakdown (by location and date) of charges for each item. Invoices shall be sent to the Town of Grand Chute Public Works Department within one (1) week after the end of the previous calendar month.

14. CONTRACT CANCELLATION:

The Contract may be terminated by either party under the following conditions:

1) The Town may terminate the contract at any time at its sole discretion by delivering a minimum ten (10) days written notice to the Contractor.
2) If at any time the Contractor's performance threatens the health and/or safety of the Town or the public, the Town has the right to cancel and terminate the Contract without notice.
3) If the Contractor fails to maintain and keep in force the insurance required, the Town has the right to cancel and terminate the Contract without notice.

15. APPEALS PROCESS:

Notices of intent to protect and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statues or Town of Grand Chute Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest to award a contract must be filed with the Town's Department of Public Works and received in their office no later than five (5) working days after the notice of intent to award is issued.

The written protest must be received in the office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Department of Public Works may be appealed to Town Board within five (5) working days of issuance. The appeal must allege a violation of a Wisconsin Statue or a Town of Grand Chute Ordinance.

ATTACHMENT A – SIGNATURE AND AUTHORIY AFFIDAVIT FORM

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

BIDDING COMPANY NAME: Precision Sealcoating INC

FEIN (Federal Employer ID Number) 39-18-14017 OR Social Security # (if Sole Proprietorship) _____

Address: N6450 River Rd

City: Princeton State: WI Zip: 54968

Number of years in Business 29

Name the person to contact for questions concerning this bid.

Name Jim Wedde Title Sweeping Operations

Phone (920) 229-7817 Toll Free Phone ( )

Fax (920) 295-6709 Email Address weddejim@yahoo.com

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the specifications, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the specifications relating to this Bid.

I further certify that I have carefully examined the bid documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

_____ Precision Saler

Signature **Title**

Jim Wedde _____ 2-11-2024

Name (type or print) **Date**

This firm herby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #_____ Addendum #_____ Addendum #_____ Addendum #_____

all if any

ATTACHMENT B – REFERENCES SHEET

REFERENCES

Vendor: Precision Sealcoating INC

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: Town of Greenville
Address (include Zip) W6895 Parkview Drive
Contact Person: Chris Pagels Phone No. 920 757-7276
E-Mail Address:
Product(s) Used and/or Service(s) Provided: Street sweeping

Company Name: Village of Hortonville
Address (include Zip) 521 N. Nash St
Contact Person: Aaron Steber Phone No. 920-779-6011
E-Mail Address:
Product(s) Used and/or Service(s) Provided: Street sweeping

Company Name: Dane County
Address (include Zip) 2302 Fish Hatchery Rd
Contact Person: Tim Pelton Phone No. 608-266-4011
E-Mail Address:
Product(s) Used and/or Service(s) Provided: Street sweeping

Company Name: Columbia County
Address (include Zip) 338 Old Highway 16 West
Contact Person: Chris Hardy Phone No. 608-429-2136
E-Mail Address:
Product(s) Used and/or Service(s) Provided: Street sweeping

ATTACHMENT C – BID OFFER FORM

BID OFFER FORM

Vendor: Precision Sealcoating Inc

Item	Description	Price per Hour
1	High-efficiency street sweeper, mechanical debris collection system, self-propelled, with operator.	$115.00

Lead time for delivery of service is 7 days after receipt of order.

An original and one copy of all required forms are included in the submittal? Yes X No ___

Description of street sweeping equipment, including year. make, model and capacity:
1998-2013 Tymco 600 BAH 7.3 cu. yds.

The Town of Grand Chute is exempt from Federal Excise and Wisconsin Sales Taxes, 77.54(9a). WI Stats.

ATTACHMENT D – STANDARD TERMS AND CONDITIONS

STANDARD TERMS AND CONDITIONS

1.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired, unless otherwise specified. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish an acceptable equivalency. The Town shall be the sole and final judge of equivalency.

2.0 HOW TO AMEND A REQUEST FOR BID, PROPOSAL OR QUOTE:

2.1 Public Works Projects are subject to Wis Stats 66.0901(5): If a person submits a bid or proposal for the performance ofpublic work under any public contract to be let by a municipality and the bidder claims that a mistake, omission or error has been made in preparing the bid, the bidder shall, before the bids are opened, make known the fact that an error, omission or mistake has been made. If the bidder makes this fact known, the bid shall be returned to the bidder unopened and the bidder may not bid upon the public contract unless it is re-advertised and relet upon the re- advertisement. If a bidder makes an error, omission or mistake and discovers it after the bids are opened, the bidder shall immediately and without delay give written notice and make known the fact of the mistake, omission or error which has been committed and submit to the municipality clear and satisfactory evidence of the mistake, omission or error and that it was not caused by any careless act or omission on the bidder's part in the exercise of ordinary care in examining the plans or specifications and in conforming with the provisions of this section. If the discovery and notice of a mistake, omission or error causes a forfeiture, the bidder may not recover the moneys or certified check forfeitedas liquidated damages unless it is proven before a court of competent jurisdiction in an action brought for the recovery of the amount forfeited, that in making the mistake, error or omission the bidder was free from carelessness, negligence or inexcusable neglect.

2.2 Non-Public Work Projects: After a Request for Bid/Proposal/Quote has been filed with the Town, the responder may submit an amended response BEFORE THE DUE DATE AND TIME set in the request. All the conditions and provisions of the original Bid/Proposal/Quote will be in effect. No submittals or amendments will be accepted after the due date and time of the request. This does not preclude the Town from requesting additional information and/or clarification.

3.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/proposers shall be held liable.

4.0 QUALITY: Unless otherwise indicated in the request, all material shall be new, newest model year, and free from defects. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the Town.

5.0 QUANTITIES: The quantities shown on this request are based on estimated needs. The Town reserves the right to increase or decrease quantities to meet actual needs.

6.0 DELIVERY: Deliveries shall be Free On Board (F.O.B) destination freight prepaid and included unless otherwise specified.

7.0 PRICING AND DISCOUNT: The Town qualifies for governmental discounts. Unit prices shall reflect these discounts.

7.1 Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea., etc.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid/proposal evaluation.

7.2 Prices established in continuing agreements and term contracts may be lowered due to general market conditions.

8.0 **RESPONSES TO REMAIN OPEN:** Responses must remain open and will be deemed to be open and subject to acceptance until awarding of the bid/proposal is finalized, or a minimum of sixty (60) days unless otherwise specified.

9.0 **ACCEPTANCE-REJECTION:** The Town reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, request clarification of any bid/proposal, award a bid/proposal that is not the lowest price, and to accept any part of a bid/proposal as deemed to be in the best interests of the Town.

10.0 **GUARANTEED DELIVERY:** Failure of the Contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the Contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs and other costs attributable to the delay.

11.0 **CONTRACT AND EXECUTION OF CONTRACT:** Unless otherwise specified in the bid/proposal, the successful responder agrees to enter into a contract, a copy of which will be on file in the office of the Town. Contractor shall and will well and truly execute and perform this contract under the terms applicable to the satisfaction of the Town, and shall promptly make payment to each and every person or party entitled thereto of all the claims for work or labor performed and materials furnished in the performance of this contract.

12.0 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the Town.

13.0 **APPLICABLE LAW AND COMPLIANCE:** This contract shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The Town reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats., and related statutes regarding certification for collection of sales and use tax. The Town also reserves the right to cancel this contract with any state or federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

14.0 **LICENSES AND PERMITS:** Contractor shall have and/or provide any and all licenses and permits required to perform the work specified and furnish proof of such licensing authorization and permits with their bids if required.

15.0 **ASSIGNMENT:** No right or duty in whole or in part of the Contractor under this contract may be assigned or delegated without the prior written consent of the Town.

16.0 **NONEXCLUSIVE CONTRACT:** Unless otherwise stated, the Town reserves the right to purchase work or materials outside of this contract.

17.0 **NONDISCRIMINATION & AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

18.0 **INDEPENDENT CAPACITY:** The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the Town. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the Town.

19.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the Town must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.

20.0 WARRANTY: Unless otherwise specifically stated, equipment purchased as a result of this request shall be warranted against defects by the Contractor for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.

21.0 INSURANCE RESPONSIBILITY: If insurance is required, satisfactory proof of the existence and carriage of such insurance of the kinds and limits specified will be required.

22.0 CANCELLATION: The Town reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

23.0 VENDOR TAX DELINQUENCY: Vendors who have a delinquent Town tax liability may have their payments offset by the Town.

24.0 OPEN RECORDS: Both parties understand that the Town is bound by the Wisconsin Public Records Law, and as such, responses and contracts are subject to and conditioned on the provisions of the law. Contractor acknowledges that it is obligated to assist the Town in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of the contract, and that the Contractor must defend and hold the Town harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under the contract.

25.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, the Contractor shall provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

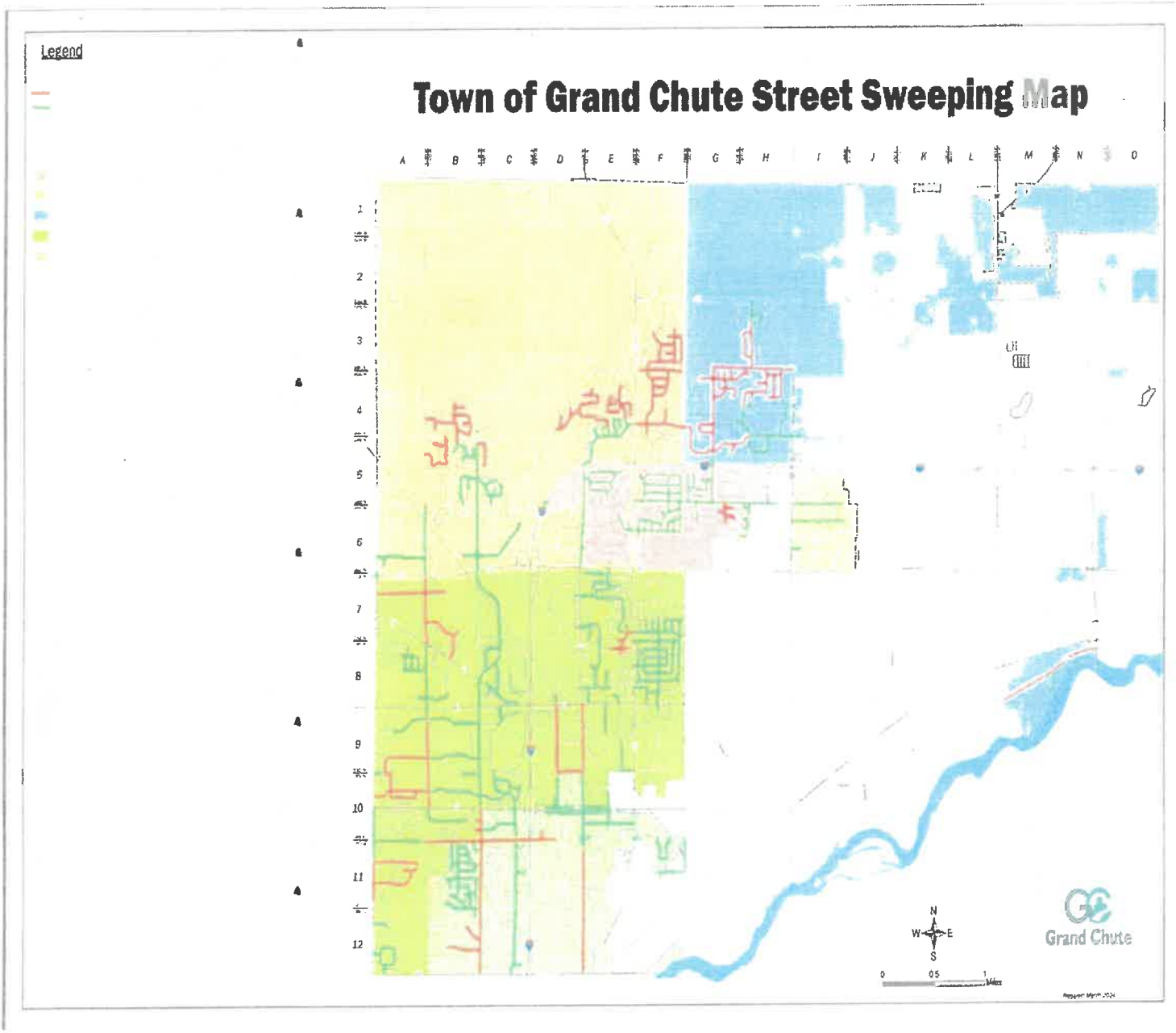
26.0 ADVERTISING AND NEWS RELEASES: Reference to or use of the Town, any of its departments, officials, or employees, for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the Town. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the Town.

27.0 HOLD HARMLESS: The Contractor will indemnify, pay the cost of defense including attorney's fees, and save harmless the Town and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.

28.0 FOREIGN CORPORATION: A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this contract is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261- 7577.

29.0 FORCE MAJEURE: Neither party shall be in default by reason of any failure in performance of this contract in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure toperform such must be beyond the reasonable control and without the fault or negligence of the party.

ATTACHMENT E – SERVICE LOCATIONS



ATTACHMENT F – STREET SWEEPING WEEKLY LOG

STREET SWEEPING WEEKLY CHART

DATE START: _____

DATE:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
HOURS OF WORK							
TOTAL							
YARDS OF DEBRIS SWEPT & DUMPED							
TOTAL							
GALLONS OF WATER USED							
TOTAL							

WEEKLY TOTAL HOURS: _____ HOURS

WEEKLY YARDS DUMPED (APPROX.): _____ YARDS

WEEKLY WATER USAGE (APPROX.): _____ GALLONS