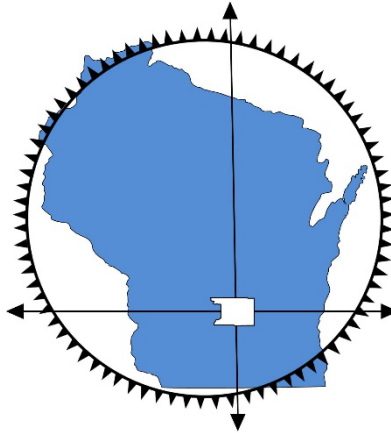


REQUEST FOR BID (RFB)



FLEET MAINTENANCE & REPAIR SERVICES RFB #2026-07

Date RFB Issued:	July 6, 2026
Questions Due:	August 11, 2026, by 2:00 p.m. (CST). All questions will be answered and posted to Euna Open Bids/DemandStar and the County's website by 4:30 p.m. (CST) on August 13, 2026.
Bid Submission Due Date:	August 20, 2026, by 9:00 a.m. (CST). Three (3) copies of the bid must be returned to the Columbia County Clerk at the mailing address of 112 East Edgewater Street, Portage, WI 53901.
RFB Opening:	August 20, 2026, at 9:05 a.m. (CST) at the Columbia County Administration Building, 112 East Edgewater Street, Portage, WI 53901 in room 115.
Contract Signed:	November 10, 2026 (after 2027 budget has been adopted)
Contract Start Date:	January 1, 2027
For more information:	Contact Columbia County Accounting at (608) 742-9645 or ap@columbiacountywi.gov .

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FLEET MAINTENANCE & REPAIR SERVICES REQUEST FOR BID

PROJECT SCOPE

Columbia County, WI (County) is requesting sealed bids from qualified and experienced providers (Bidder) to perform timely maintenance, diagnostics and repair services as needed. The County has a fleet that consists of approximately 105 (see details list on pages 9-10) vehicles through various departments. A large portion of the fleet includes Sheriff squads/emergency vehicles that require pursuit rated inspections and parts.

The goal of the County is to ensure their safe operation by having an effective preventative maintenance program, including general repairs. Vehicle and equipment repair, modifications, preventative maintenance inspections and/or other work under this contract shall be performed at the Bidder's site.

The Bidder would be required to perform routine, scheduled/unscheduled, and any major component overhaul, rebuilding, repairing, and replacement capabilities. The County may add or remove vehicles from the list during the term of the agreement. Any vehicles added shall be serviced at the same bid prices. The County will not pre-pay for service, repair, or parts.

The Bidder shall furnish all necessary supervision, labor, tools, part, and supplies necessary to provide the service for the County's fleet in accordance with Manufacturer's recommendations to maintain factory warranties and any extended warranties.

The contract shall be contingent upon the completion and submittal of all required documents. The contract shall remain in effect until the completion of services, provided that the services rendered by the Bidder during the contract period are satisfactory. The initial contract term shall be for one (1) year, beginning January 1, 2027, through December 31, 2027, with the option to renew for an additional five (5) year term upon the parties' agreement.

The County reserves the right to accept multiple bids.

Bid specifications, qualification questionnaire and cost proposal can be found on pages 7-15.

QUESTIONS

For interpretation or correction of any of the bid material, a request may be made to the Accounting Department at ap@columbiacountywi.gov. Any questions should be received no later than Tuesday, August 11, 2026, at 2:00 p.m. (CST). Questions received after that time will not be considered. Questions and answers will be posted to [Euna Open Bids/DemandStar](#) and the [County's website](#) by 4:30 p.m. (CST) on Thursday, August 13, 2026.

BID SUBMISSION

Bidder must submit **three (3) copies**, including all required materials for acceptance of their bid by 9:00 a.m. (CST) on Thursday, August 20, 2026, to the Columbia County Clerk, 112 East Edgewater Street, Portage, WI 53901.

Bids will be publicly opened and read at 9:05 a.m. (CST) on Thursday, August 20, 2026, at the Columbia County Administration Building, 112 East Edgewater Street, Portage, WI 53901 in room 115.

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 (Fleet Maintenance & Repair Services)

BID RESPONSE REQUIREMENTS

In order for your bid to be considered, the following information **must** be provided by the due date and time. Required documents include:

- County Bid Form (pages 7-14)
- Qualification Questionnaire (page 15)
- Bidder's parts price sheet (be sure to include pricing for OEM parts and pursuit rated parts). *
- Company and staff project experiences on projects similar in nature (include contact references).

BID DOCUMENT

Bid price shall remain in effect for 120 days from the date and time of the bid opening. All bids received after the Bid Opening date listed above may be rejected.

Any person with disability requiring special accommodations must contact the County no later than (seven) 7 days prior to the pre-bid site visit and/or bid opening.

Taxes: Pursuant to Wisconsin Statutes Section 77.54(9m), certain building materials and other eligible items may be purchased for this project by the County without the requirements to pay the regular sales or use tax. When permitted under Wisconsin Statutes Section 77.54(9m), the Bidder will exclude sales or use tax on building materials and other eligible items.

Bidder shall not be barred from working on County projects and shall not appear on the Sam.gov disbarment list. A detailed listing of all subcontractors (if any) shall be provided by the Bidder prior to award of contract to assure that all workers are compliant with all qualifications required of this Request for Bid. In accordance with contract documents, documentation shall be submitted and provided that the Bidder and its subcontractors meet minimum qualifications of the bid.

The winning Bidder will enter into a 2-party contract with County, within the timeframe proposed in accordance with the other terms and conditions of the Request for Bid. The winning Bidder shall act then as prime contractor and be responsible maintaining a list of all subcontractors, suppliers, and service providers; and for payment of all claims for labor, services, materials, plans, or specifications performed, furnished, procured, used, or consumed that pertain to the project.

County hereby notifies all Bidders that it will affirmatively ensure that all Bidders will be afforded a full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award of any contract entered into pursuant to this advertisement. Columbia County is an Equal Opportunity Employer.

County reserves the right to reject any or all bids and is not bound to accept any bid if that bid is contrary to the best interest of Columbia County. County will award the bid to the most advantageous Bidder.

General specifications and proposal forms for the above-listed project may be obtained at Euna Solutions. Bidders must register to access free procurement documents and related information. Bidders may also obtain bid notices and documents through the Columbia County website. Bidders who do not have access to the Internet may contact Euna Solutions or the Columbia County Accounting Department for assistance.

- **Euna Open Bids (DemandStar)**

- National procurement information distribution system.
- **Registration is FREE** in connection with the Wisconsin Association of Public Purchasers (WAPP): <https://www.demandstar.com/app/wapp/registration>
- Additional levels of subscription service covering local, state, regional, or national territories are available at various fee rates.
- Registration assistance is available: support.demandstar@eunasolutions.com

It is the responsibility of the Bidder to regularly monitor this Website. Properly registered Bidders can expect to receive automatic notification of solicitations for quotes, proposals, and bids by participating public purchasing entities. A Bidder's failure to retrieve available, required procurement information and include the appropriate documentation and information in solicitation responses may result in disqualification.

Published by authority of the Columbia County Finance Committee.

BID RECIPIENT (COUNTY)

- 1.01** Bid is submitted to:
Columbia County
County Clerk's Office
112 East Edgewater Street
Portage, WI 53901
- 1.02** The undersigned Bidder proposes and agrees, if this bid is accepted, to enter into a contract with the County, to perform all work as specified or indicated in the bidding documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the bidding documents.
- 1.03** Columbia County staff will function as the owner representative for this project.

BIDDER'S REPRESENTATIONS

- 2.01** In submitting this bid, Bidder represents; Bidder has examined and carefully studied the bidding documents, other related data identified in bidding documents, and the following addenda.
- 2.02** Bidder acknowledges that the bid is for fleet maintenance and repair services.
- 2.03** Bidder acknowledges bid is a unit price contract for completion of all work and minor alternatives for consideration of each owner identified bid item(s); within the depicted areas as specified in the bid documents.
- 2.04** Bidder shall verify and assure proper account of project scope prior to formation and submittal of unit pricing for the project. Change orders shall NOT be allowed for Bidder's negligence or variance in based on "assumed" versus "actual" quantities required for the project.
- 2.05** Bidder shall perform all work in a safe manner in full legal accordance with OSHA, Federal, State, County, Town, WDNR, and local rules and regulations.

- 2.06** Bidder accepts all of the terms and conditions of the bid. This bid will remain subject to acceptance for 120 days after the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of the County.
- 2.07** Bidder is familiar with and is satisfied as to all laws and regulations that may affect cost, progress, and performance of the work including, but not limited to;
- 2.07.1** Title VIII of the Federal Civil Rights Act of 1968 (as amended), and Wisconsin Statutes Section 106.50, and any subsequent relevant laws or amendments.
- 2.08** After bid has been submitted, Bidder shall not assert that there was a misunderstanding concerning the nature of project to be completed.
- 2.09** Bidder is responsible for being thoroughly familiar with the bidding documents. Failure or omission of Bidder to conduct due diligence shall in no way relieve Bidder from any obligations in respect to bid. Based on the information and observations referred to, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the work at the price(s) bid and within the timeframes required, and in accordance with the other terms and conditions of this bid.
- 2.10** Bidder is aware of the general nature of work to be performed by the County, the public, and others at the Site that relates to the work as indicated in this Bid. Bidder also represents that work performed in accordance with this bid shall not interfere with County or public's performance of work.
- 2.11** Bidder has provided the County written notice of all conflicts, errors, or discrepancies that Bidder has discovered. For any conflicts, errors, or discrepancies identified, the resolution provided by the County is acceptable to Bidder.
- 2.12** Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for this contract. Bid is genuine and not made in the interest or on behalf of any undisclosed entity and is not submitted in conformity with any collusive agreement. Bidder has not induced or solicited any other Bidder to submit a false or sham bid. Bidder has not solicited or induced any entity to refrain from bidding.

BASIS OF THE BID

- 3.01** The executed contract will bind the County to make payment to the successful Bidder as unit price payments based upon completion of the work. Payment shall be made by progress payment method based on actual quantity of work performed; determined as completion of the unit price item(s) contract amount and provided the work is completed in timely, professional, safe, efficient, consistent manner, acceptable to the County.
- 3.02** Bid shall be inclusive of all labor, equipment, materials, overhead, supervision, fuel, taxes, insurance, benefits, profit and all other costs deemed necessary to fulfill requirements of the work.
- 3.03** Work under this bid shall be finally complete and ready for the County's acceptance on the due date.
- 3.04** Bidder's obligations will be coordinated with the County and shall be performed independently and without assistance from the County.

- 3.05** County reserves the right to nullify the contract between the County and Bidder in the event the Bidder is unable to fulfill its obligation, at the County's sole determination. County reserves the right to contract with multiple bidders. Contract termination, if enacted, shall be effective immediately upon Bidder's receipt of written notice from County.
- 3.06** Bidder shall warrant all work performed by Bidder in relation to the contract for a period of one (1) year from final completion of the project; unless otherwise specified within the bid.
- 3.07** Bid is a unit price for fleet maintenance and repair services. County has the right to award single or multiple unit price item(s) at the County's discretion.

PROJECT IDENTIFICATION

Work of the contract shall be conducted in accordance with the following conditions:

- 4.01** The purpose of this project is for fleet maintenance and repair services. For the price quoted in relation to this project, Bidder shall provide all labor, equipment, materials, taxes, overhead, fuel, subcontractors, and all other direct and indirect costs necessary in accordance with the contract documents.
- 4.02** Bidder shall be solely, wholly, and completely responsible for the safety of all employees working in connection with this project. Work shall conform to all safety related Statutes, rules, ordinances, and guidance whether at the Federal, State, County, or local level.
- 4.03** Bidder shall coordinate and procure all necessary permits, prior to initiating work.
- 4.04** The work is generally described as fleet maintenance and repair services. This is a unit price bid. Bidder shall be responsible for conducting their own material take-off, field measurements, fit determinations, and procuring the correct amount of materials needed to complete the work as specified. The County merely provides the following for informational purposes to allow a prospective bidder to easily approximate the amount of work needed for this project to determine their interest level in the project. Bidder is responsible for determining proper measurements.

PROCEDURAL SPECIFICATIONS (BIDDER'S RESPONSIBILITIES)

- 5.01** Proceed expeditiously so as to complete all work in a reasonable timeframe. All areas opened during the daytime, shall be secured and protected during hours when the Bidder is not working.
- 5.02** Maintain work areas in a safe, efficient, professional manner. Protect and store all work areas, equipment, materials, and tools in a secure, safe, protected area.

SCHEDULING (BIDDER'S RESPONSIBILITIES)

Become familiar with all items of the project requiring coordination and plan the work to ensure safe, orderly progress and completion from the beginning of activity through the project close-out period, within the contract time.

- 6.01** Schedule the work to minimize inconvenience and impact to the County and adjacent property owners.
- 6.02** Once project has started, Bidder shall continue unimpeded, expeditiously, continuously and in a consistent manner in order to complete the work in the utmost timeframe and without detrimental collateral damage to either the existing buildings or their surroundings.
- 6.03** No project work shall be initiated until notified by County.

INDUSTRY STANDARDS (BIDDER'S RESPONSIBILITIES)

- 7.01** Remove and replace workers responsible for non-complying work and/or workmanship.
- 7.02** Remove and replace work that does not comply with workmanship standards as specified and as recognized in the industry for applications indicated.
- 7.03** Remove and replace other work damaged or deteriorated by faulty workmanship.
- 7.04** Conduct work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion that will ensure the best possible results for each unit of work.
- 7.05** Provide adequate supervision, labor, equipment, materials, and expertise in order to complete work timely, safe, effective, and efficiently for the duration of the project.
- 7.06** Persons performing work at the site shall be skilled and knowledgeable in methods and craftsmanship needed to produce the required quality level for work completed in a safe, efficient, effective manner.
- 7.07** Comply with Federal Project and Employment Standards and Requirements; including but not limited to, National Environmental Policy Act of 1969, Affirmative Action Requirements (EO 11246), Equal Opportunity Clause (41 CFR 60-4), Disclosure of Lobbying Activities (31 U.S.C. 1352), and Conflict of Interest (18 U.S.C. § 208).

COUNTY BID FORM

Bidder shall complete the work in accordance with the contract documents for the following price(s).

PROJECT NAME: FLEET MAINTENANCE & REPAIR SERVICES

BIDDER NAME: _____

BID SPECIFICATIONS

- **Preventative Maintenance** – the Bidder shall provide a written checklist for each vehicle of the items checked. The checks shall include all fluids, brakes/pads/rotors, tires, belts and hoses, filters, wiper blades, batteries, oil checks, a visual inspection for damage or missing parts, and functional testing of components.
- **Pursuit Rated Vehicles Maintenance** – the Bidder should be able to complete a pursuit rated inspection during oil changes and tire rotations for all Sheriff squads/emergency vehicles. This is **REQUIRED** to ensure safe operation in emergency conditions (extreme speed, extreme weather, etc.). The Bidder should be able to provide a turnaround time of no more than 24-48 hours.
- **Repairs** – when applicable, before providing repair work, cost estimates shall be provided to the County department who is requesting the work. The estimate should detail parts and labor required for the repair. Rates for repairs are to be based on a flat, hourly labor rate as noted on the County Bid Form, with separate line items for parts pricing. Repair work needs to be completed by certified mechanics in a timely manner.
- **Estimates** – Estimates shall be inclusive of all labor, travel time, shop supplies and materials. It will be the Bidder’s responsibly to ensure they have all the equipment and materials to provide accurate estimates. Each estimate shall include:
 - Vehicle Identification Number (VIN)
 - Description of proposed work to be performed
 - Labor rate and labor hours
 - Cost to mount/balance tires
 - Cost of parts
- **Replacement Parts** – replacement parts should be Original Equipment Manufacturer (OEM) parts unless noted otherwise or agreed upon for a specific repair or authorized by the County. Parts installed by the Bidder shall meet OEM specifications and shall be warranted accordingly. (see below for pursuit rated vehicles). **A price sheet for OEM parts and pursuit rated parts must be included with the bid submittal.**
- **Pursuit Rated Vehicle Parts** – parts needed for all Sheriff squads/emergency vehicles should be OE, NAPA Fleet Line or other police pursuit parts. These are **REQUIRED** to be severe duty and extended life. **A price sheet for OEM parts and pursuit rated parts must be included with the bid submittal.**
- **Labor Rates** – rates are to include all overhead cost, such as travel, estimate preparation, shop supplies and all incidentals.
- **Towing** – the Bidder should be able to provide towing services on a 24-hour basis without delay in case of emergencies.
- **Warranty** – in addition to all other warranties that may be supplied by the Bidder, the Bidder shall warrant its products and/or service against faulty labor and/or defective material for a minimum period of one (1) year after the date of acceptance of the labor, materials and/or equipment by the County.

- **Shop Equipment** – the facility shall have sufficient high-quality tools and equipment to service late model vehicles (brake lathe, tire changer, tire balancer, alignment, tire pressure monitor tools, and OBDII diagnostic equipment). **NOTE:** Some vehicles are diesel and have air brakes which require specialized technicians. This includes an armored vehicle that needs a high-pressure capacity air compressor to fill the tires in addition to being a diesel engine and equipped with air brakes.
- **Invoicing and Payments** – the Bidder shall invoice for work completed. All invoices must have a unique invoice number. Each vehicle shall be invoiced separately from other vehicles. At minimum, each invoice shall include:
 - Vehicle Identification Number (VIN)
 - Description of work performed
 - Labor rate and labor hours
 - Cost of parts
- **Tires and Service** – on occasion, County departments may purchase tires/rims directly through a separate vendor and request delivery to the Bidder for storage. The Bidder should be able to store the tires/rims at the shop. The Bidder should be able to store the County supplied tire/rims at no additional cost. All tires/rims must be logged in and out. The County will pay for mounting, balancing, tire valves, and disposal of old tires. In emergency situations, the Bidder should be available for a quick tire changes 365/24/7.
- **Vehicle Security** – all County vehicles and County owned property shall be kept secured while in the Bidder’s possession. Unless being actively serviced, all vehicles shall be locked, and all vehicle keys shall be secure. To the extent provided by the law, the Bidder shall be accountable and liable for damage or loss to the County vehicles, accessories, equipment and personal property in the vehicle(s) or being stored on the Bidder’s property. The Bidder shall secure the County’s property at no additional cost.
- **Time for Completion of Repairs** – all authorized additional repairs shall be completed and the vehicle returned to the County within five (5) business days or less following approval of the estimate. If a repair is expected to take longer than five (5) business days, the Bidder must include a time of completion and justification for the time extension in the written estimate. The County reserves the right to accept multiple bids and use an alternate repair service if the Bidder cannot complete the work within an acceptable time frame to meet the County’s needs.
- **Insurance** – the Bidder, at its own expense, shall retain professional liability insurance in at least the minimum amount required by Wis. Stat. §655.23, and as otherwise sufficient and reflective of its staff. A Certificate of Liability Insurance will be required from the selected Bidder.
- **Qualification Questionnaire** – Bidders must have prior successful experience performing maintenance and repair services on automobiles, trucks, and other vehicles. Bidders must be licensed to conduct business in the State of Wisconsin, and must possess all permits, licenses, certifications, approvals, equipment, materials and staff necessary to perform and/or carry out the requirements of the contract. **(Form can be found on page 15 and must be submitted with bid response.)**
- **Minimum Qualification Requirements (MQRS)**
 - The Bidder must employ multiple mechanics who are ASE Certified Master Mechanic in medium/light duty truck repair and automobiles for both gas and diesel engines.
 - The Bidder must have been in the business of vehicle maintenance and repairs for a minimum of five (5) years.
- **Bidder’s Location/Hours of Operation**
 - Bidder should be located within a reasonable distance from the County seat (Portage, WI).
 - Bidder shall be open at minimum Monday-Friday 8 am-5 pm.
 - Bidder should also be available for quick tire changes 365/24/7.

- **Contract** – the Bidder will be required to enter a formal contract for one (1) year, beginning January 1, 2027, through December 31, 2027, with the option to renew for an additional five (5) year term upon the parties’ agreement. Columbia County Standard Terms and Conditions apply. The selected Bidder must provide a current Form W9 (most recent IRS version) and a Certificate of Liability Insurance.

VEHICLE INFORMATION

The County fleet includes, but is not limited to, the list below (as of 12/31/25). The Bidder should be able to provide maintenance and support on all makes/models. Vehicles are added and removed on an on-going basis throughout the year.

Year	Make/Model	No. Currently in Fleet
1991	Ford - F600	1
1993	Ford - F350	1
1995	Horton Dive Ambulance	1
1996	GMC - Suburban	1
2000	Chevrolet - 2500 Truck	1
2002	Ford - E450 BUS	1
2005	Chevrolet - Trailblazer	1
2008	BAE – MRAP	1
2008	Ford - Escape	1
2008	Ford - CVPI	1
2012	Dodge - Ram 1500	1
2012	Ford - F350	1
2012	Jeep - Liberty	2
2013	Ford - Explorer	2
2013	Ford - Interceptor	2
2014	Dodge - Grand Caravan	3
2014	Dodge - Ram 1500	1
2014	Ford - Explorer	1
2015	Chevrolet - Silverado	1
2015	Dodge - Braun Van	1
2015	Dodge - Grand Caravan	1
2015	Ford - F150	1
2015	GMC - 2500HD	1
2015	Mercedes Benz GLA	1
2016	Chevrolet - Silverado	1
2016	Dodge - Caravan	1
2016	Ford - Explorer	1
2016	Ford - F150	2
2017	Chevrolet - Traverse	1
2017	Dodge - Grand Caravan	1
2017	Dodge - Ram 1500	1
2017	Ford - Explorer	4
2018	Ford - Transit	1
2019	Chevrolet - Silverado	1
2019	Dodge - Caravan	2

2019	Dodge - Grand Caravan	3
2019	Ford - Explorer	2
2020	Ford - Explorer	4
2020	Ford - F150	1
2020	Ford - Fusion	1
2021	Chevrolet - Tahoe	1
2021	Chrysler - Voyager	1
2021	Dodge - Durango	1
2021	Dodge - Ram	1
2021	Ford - Explorer	1
2021	Ford - Utility	4
2021	Chevrolet - Traverse	1
2022	Chrysler - Voyager	1
2022	Dodge - Ram 1500	1
2022	Ford - Escape	2
2022	Ford - Explorer	6
2022	Ford - F150	1
2023	Chevrolet - Silverado	1
2023	Chevrolet - Tahoe	2
2023	Chrysler - Pacifica	1
2023	Dodge - Durango	1
2023	Ford - Explorer	6
2023	Ford - Transit 350	1
2024	Chevrolet - Tahoe	1
2024	Chrysler - Pacifica	1
2024	Ford - Explorer	5
2024	Ford - Wagon	1
2024	Jeep - Grand Cherokee Laredo	1
2025	Chevrolet - Tahoe	5
2025	Ford - Explorer	1
2025	Sure-Trac Utility Trailer	1
Support Equipment – generators (attached to trailers), light trailers, trailers		Misc
Estimated Total County Vehicles		105

NOTE: Some vehicles are diesel and have air brakes which require specialized technicians. This includes an armored vehicle that needs a high-pressure capacity air compressor to fill the tires in addition to being a diesel engine and equipped with air brakes.

COST PROPOSAL

The Bidder agrees that the following schedule of fees shall be the maximum amount which they may charge for vehicle maintenance and repair services. Include any and all shop supply fees. Be sure to attach a price sheet for OEM/pursuit rated parts.

Please list the maximum yearly percentage increase, if the option to renew is agreed upon. Additional pages may be included if needed.

Item	Description	2027 Rate	% Increase Each Year
1	Labor-Oil Change	\$	%
2	Labor-Pursuit Rated Inspection	\$	%
3	Labor-Tire Mount/Dismount (includes valve stem replacement)	\$	%
4	Labor-Tire Repair	\$	%
5	Labor-Tire Rotation	\$	%
6	Labor-Tire Balance	\$	%
7	Labor-Brake/Pads/Rotor Replacement	\$	%
8	Labor-Two Wheel Alignment	\$	%
9	Labor-Four Wheel Alignment	\$	%
10	Labor-Air Conditioning Service	\$	%
11	Labor-Filter Replacement	\$	%
12	Labor-Belt Replacement	\$	%
13	Labor-Steering	\$	%
14	Labor-Suspension	\$	%
15	Labor-Battery Replacement	\$	%
16	Labor-ECM/BCM Flash	\$	%
17	Labor-Wiper Installation	\$	%
18	Labor-Repairs	\$	%
19	Labor-Non Listed Small Repairs	\$	%
20	Labor-Non Listed Large Repairs	\$	%
21	Diagnostic Fee	\$	%
22	Towing Services	\$	%
23	OEM Parts Pricing-Percentage Over Cost *	%	%
24	Pursuit Parts Pricing-Percentage Over Cost *	%	%

*** A price sheet for OEM parts and pursuit rated parts must be included with the bid submittal.**

Please include any additional pricing information. Any add-on options need to be listed separately and clearly specified with the cost. Additional pages may be attached.

NON-SHERIFF/EMERGENCY VEHICLE MAINTENANCE PRICE LIST BY VEHICLE TYPE

Please list the total *estimated* cost for each general maintenance item, based on the type/size of the vehicle

Service	Car	Mini Van	Truck	Large SUV
Oil Change	\$	\$	\$	\$
Rotation	\$	\$	\$	\$
Mount Tires	\$	\$	\$	\$
Balance Tires	\$	\$	\$	\$
Patch Tires	\$	\$	\$	\$
Replace Filters	\$	\$	\$	\$
Wiper Installation	\$	\$	\$	\$
Battery Replacement	\$	\$	\$	\$
Brake Pads/Rotor	\$	\$	\$	\$
Alignment	\$	\$	\$	\$
Air Conditioning Service	\$	\$	\$	\$
Replace Belts	\$	\$	\$	\$
Diagnostic Fee	\$	\$	\$	\$

SHERIFF/EMERGENCY VEHICLE MAINTENANCE PRICE LIST BY VEHICLE TYPE

Please list the total *estimated* cost for each general maintenance item, based on the type/size of the vehicle.

****NOTE:** The pursuit related inspection should be completed with each oil change/rotation. If there is an additional charge for this, please include below.

Service	Car	Mini Van	Truck	Large SUV
Oil Change	\$	\$	\$	\$
Rotation	\$	\$	\$	\$
Pursuit Rated Inspection **	\$	\$	\$	\$
Mount Tires	\$	\$	\$	\$
Balance Tires	\$	\$	\$	\$
Patch Tires	\$	\$	\$	\$
Replace Filters	\$	\$	\$	\$
Wiper Installation	\$	\$	\$	\$
Battery Replacement	\$	\$	\$	\$
Brake Pads/Rotor	\$	\$	\$	\$
Alignment	\$	\$	\$	\$
Air Conditioning Service	\$	\$	\$	\$
Replace Belts	\$	\$	\$	\$
Diagnostic Fee	\$	\$	\$	\$

Please include any additional pricing information for Sheriff/emergency vehicle maintenance.

SUBMITTED BY

PROJECT NAME: FLEET MAINTENANCE & REPAIR SERVICES

Bidder's Name: _____

Address: _____

Email: _____

Phone: _____

Contact Name: _____

Title: _____

Signature: _____ Date: _____

Date of qualification to do business in Wisconsin: _____

QUALIFICATION QUESTIONNAIRE

PROJECT NAME: FLEET MAINTENANCE & REPAIR SERVICES

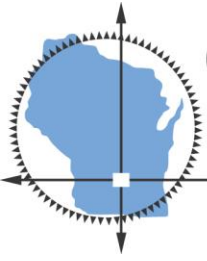
BIDDER'S NAME: _____

1. Number of years company has been in the business of vehicle maintenance/repair service.: _____
2. Days/hours of operation: _____
3. Number of ASE Certified Master Mechanics: _____
4. Number of repair employees: _____
5. Does your shop conduct background checks prior to employment? Yes No
6. Do any employees have any other special certifications or ratings? _____
If so, please specify: _____
7. Proximity of repair shop to Portage, WI: _____ miles
8. Does the business have multiple repair shop locations? Yes No
If so, please list the locations: _____
9. Electronic invoicing capabilities? Yes No
10. Explain how vehicles and other County property (i.e. tires) would be properly secured? _____

11. Is there an additional cost for storing County property (i.e. tires) or vehicles for a couple weeks (if needed)?
 Yes No
12. In case of emergency, will you be able to accommodate the County with same day repair services if possible? Yes No
13. Does the business offer towing services? Yes No
14. Are loaner vehicles available? Yes No
If yes, are the vehicles able to be kept for multiple day while the vehicle is repaired? _____

15. Is a waiting room available during repairs or oil changes? Yes No
16. Additional information: _____

Additional pages may be attached if needed.



(Request For Bids/Proposals/Contracts)
Columbia County Purchasing Division

1.0 APPLICABILITY: These standard terms and conditions apply to Requests for Written Quotes (RFWQ), Proposals (RFP), contracts and all other applicable transactions whereby the County acquires goods or services, or both. Special provisions for a contract may also apply.

2.0 SPECIFICATIONS: The listed specifications are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

3.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from terms, conditions, or specifications shall be described fully on the vendor's letterhead, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 QUALITY: Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 QUANTITIES: The listed quantities shown herein are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 DELIVERY: Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 PRICING: Unit prices shown on the bid shall be the price per unit of sale 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 evaluation, permits, inspections, and all other contract administration activities.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the contracting department thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder's certification that no financial or personal relationship exists between the bidder and any County official or employee except as specially set forth in writing attached to and made part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract. See Columbia County Code of Ordinances Title 3, Chapter 1, Code of Ethics.

8.0 ACCEPTANCE-REJECTION: The County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 90 days after the date of submission to the County. The County reserves the right to perform background and reference checks on vendors providing goods and/or services to the County.

8.1 Bids **MUST** be dated and time stamped by the County on or before the date and time that the bid is due. Bids deposited or time stamped after the deadline will be rejected. Actual receipt by the County is necessary. Timely deposit in the mail is not sufficient. All bids must be clearly labeled with bidder name, return address, and bid title. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

9.0 METHOD OF AWARD: Award shall be made to the lowest responsible responsive vendor conforming to the specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis.

10.0 ORDERING/ACCEPTANCE: Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract signed by both parties shall be used.

10.1 SUBCONTRACTING: Awarded vendor(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title, or interest in the contract to any person, vendor(s) or other organization without the prior written consent of the County. No subcontract shall, under any circumstances, relieve the contractor of liability and obligation under this contract. The awarded contractor shall be fully responsible for the acts, errors, and omission of subcontractor(s).

11.0 PAYMENT TERMS AND INVOICING: Unless otherwise agreed, the County will pay properly submitted vendor invoices within forty five (45) days of receipt of goods and services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance the contract.

11.1 NO WAIVER OF DEFAULT: In no event shall the making of any payment or acceptance of any service or product constitute or be construed as a waiver by the County of any breach of the covenants of a contract, or a waiver of any default of the successful vendor. The making of any such payment or acceptance of any such service or

product by the County while any such default or breach shall exist shall in no way impair or prejudice the right of the County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 TAXES: The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The Federal Government Internal Revenue Service has issued tax exempt number 39-6005681 to the County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of motor vehicle fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

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

14.0 APPLICABLE LAW AND VENUE: This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in the Columbia County Circuit Court. The vendor 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 a contract and which in any manner affect the work or its conduct. The County also has the right to cancel a contract with any federally or state debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

15.0 ASSIGNMENT: No right or duty in whole or in part of the vendor under a contract may be assigned or delegated without the prior written consent of the County.

16.0 NONDISCRIMINATION/AFFIRMATIVE

ACTION: The vendor agrees, in accordance with Sec. 111.321, Wis. Stats. not to discriminate against any person, whether an applicant or recipient of services, an employee, or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation. Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

17.0 PATENT, COPYRIGHT AND TRADEMARK

INFRINGEMENT: The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 SAFETY REQUIREMENTS:

All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Safety and Professional Services and all applicable OSHA Standards. The vendor shall also comply with the County's worksite rules. Vendor shall comply, train, and accept exclusive responsibility for its employees while on County property.

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

19.0 WARRANTY: Unless specifically expressed otherwise in writing, goods and equipment purchased by the County shall be warranted against defects by the vendor for one (1) year from the date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor.

20.0 INDEMNIFICATION & INSURANCE: The vendor shall bear the full and complete responsibility for all risk of damage of premises, equipment, procedure or money resulting from any cause whatsoever and shall not penalize the County for any losses incurred.

Vendor shall indemnify the County against any loss, damage, injury or death caused by vendor's negligent acts or omissions or the negligent acts or omissions of vendor's agents or employees, or losses, damages, injuries or death caused by vendor's negligence and arising out of the consumption or use of the projects sold; provided, however, that nothing contained herein shall require vendor to defend or indemnify the County for losses, damages, injuries or death arising out of the negligence of the County, its agents or employees. In order to secure vendor's obligation to hold harmless and indemnify the County, vendor shall procure and maintain the following insurance:

1. Worker's Compensation Insurance as prescribed by the laws of the State of Wisconsin;
2. Comprehensive Automobile Bodily Injury Liability and Property Damage Liability Insurance, with limits of \$500,000 for bodily injury or death of any one person, \$1,000,000 for bodily injury or death of two or more persons in any one accident, and \$100,000 for property damage in any one accident;
3. Comprehensive General Bodily Injury Liability and Property Damage Liability

Insurance, with limits of \$500,000 for bodily injury or death of any one person, \$1,000,000 for bodily injury or death of two or more persons in any one accident, and \$100,000 for property damage in any one accident;

4. Commercial General Liability of \$2,000,000 for general aggregate including product and \$1,000,000 for each occurrence;

The vendor shall add the County, its officers, agents and employees and additional insurers under the Commercial, General and Automobile liability policies.

20.1 CERTIFICATE OF INSURANCE: Upon notification of award and prior to issuance of contract, the vendor shall provide the County a Certificate of Insurance with the required coverage and limits of insurance.

21.0 CANCELLATION: The County reserves the right to terminate any contract in whole or part without penalty due to non-appropriation of funds or failure of vendor/ contractor to comply with terms, conditions, performance, and specifications of a contract.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, notice of bid opening, review, and approval of procurement activities. Bid openings are public unless otherwise specified.

22.1 PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a request must be clearly stated in the bid/proposal itself. Proprietary information submitted in response to a request will become the property of the County. The County will work with vendors to meet their confidentiality requirements, provided they are within reason. All vendors' proprietary/confidential materials must have each document or item clearly marked as such. All proprietary information will be handled in accordance with the Wisconsin public records law. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

22.2 Any material submitted by a vendor that the vendor considers confidential and proprietary information and which the vendor believes qualifies as a trade secret, as provided in Section 19.36(5) Wis. Stats., must be identified by the vendor. Pricing will not be held confidential after the award of a contract.

22.3 Data contained in a bid, all documentation provided therein, and innovations developed as a result of contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

23.0 PROMOTIONAL ADVERTISING: Reference to or use of the County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited without prior specific authorization.

24.0 ANTITRUST ASSIGNMENT: The vendor and the County recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the purchaser. Therefore, the successful vendor hereby assigns to the County any and all claims for overcharges as to goods, materials or services purchased in connection with a contract.

25.0 RECORDKEEPING AND RECORD RETENTION - PUBLIC WORKS CONTRACTS: The successful bidder on a public works contract shall comply with the State of Wisconsin prevailing wage scale, if applicable, and shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all sub-contracts and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. The vendor will retain all documents applicable to a contract for a period of not less than five (5) years after final payment is made.

25.1 RECORDKEEPING AND RECORD RETENTION - COST REIMBURSEMENT CONTRACTS: Where payment to a vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures

incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from a bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than five (5) years after final payment is made.

failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

26.0 LICENSURE, CERTIFICATION, AND STATUTORY REQUIREMENTS: Vendor is responsible to comply with all statutory rules and regulations. All federal, state and local laws, rules and regulations governing the service described in the specification will apply and will be deemed incorporated into the contract. These requirements shall be at the vendors' expense.

26.1 Vendor shall be responsible for ensuring compliance with all Wisconsin and Federal grant funding requirements. If any of the services performed under a contract are subcontracted, the selected vendor shall ensure compliance by all subcontractors. Vendor shall comply with all reporting requirements of any grant.

26.2 The County, the Federal Government, auditors for the State of Wisconsin, or their duly authorized representatives, will have full access to and the right to examine any site, pertinent books, documents, paper and records of any invoicing transaction for a period of not less than five (5) years after the expiration or termination of a contract.

27.0 CONFIDENTIALITY OF PERSONAL HEALTH INFORMATION: HIPAA/HITECH laws apply.

28.00 FORCE MAJEURE: Neither party shall be in default by reason of any failure in performance of a contract in accordance with reasonable control and without fault or negligence on its 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