



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

BUDGET SESSION #3

Meeting of the: **FINANCE COMMITTEE**
Date/Time: **Thursday October 6, 2016 @ 5:30 pm.**
Location: **City Hall (407 Grant Street) - Council Chambers**
Members: Lisa Rasmussen (C), Karen Kellbach, Dave Nutting, Joe Gehin, Dennis Smith

AGENDA ITEMS

- 1) Discussion and possible action regarding the 2017 budget and 2017 fee schedule

Adjourn

Lisa Rasmussen, Chairperson

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Mary by calling (715)261-6621 or via email mary.goede@ci.wausau.wi.us

THIS NOTICE IS BEING POSTED AS A COMMITTEE OF THE WHOLE IN THE EVENT THAT A QUORUM OF THE COMMON COUNCIL IS PRESENT

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 9/20/16 @ 3:30 pm

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, (Alderspersons: Peckham, Wagner, Neal, Gisselman, McElhaney, Abitz), *Mielke, *Jacobson, *Groat, Rayala, Department Heads



OFFICIAL NOTICE AND AGENDA

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BUDGET SESSION #3 - ADDENDUM

Meeting of the: **FINANCE COMMITTEE**
Date/Time: **Thursday October 6, 2016 @ 5:30 pm.**
Location: **City Hall (407 Grant Street) - Council Chambers**
Members: Lisa Rasmussen (C), Karen Kellbach, Dave Nutting, Joe Gehin, Dennis Smith

AGENDA ITEMS

- 2) Discussion and possible action regarding the sole source purchase of used salt conveyor for Department of Public Works

Adjourn

Lisa Rasmussen, Chairperson

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Mary by calling (715)261-6621 or via email mary.goede@ci.wausau.wi.us

THIS NOTICE IS BEING POSTED AS A COMMITTEE OF THE WHOLE IN THE EVENT THAT A QUORUM OF THE COMMON COUNCIL IS PRESENT

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 10/05/16 @ 9:00 AM

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Other Distribution: Media, (Alderspersons: Peckham, Wagner, Neal, Gisselman, McElhaney, Abitz), *Mielke, *Jacobson, *Groat, Rayala, Department Heads



**CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000**

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$5,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

Ongoing Sole Source – 365 days One Time Sole Source Request

1. Provide a detailed explanation of the good or service to be purchased and vendor.

Purchase 1 demo Epoke spreader from Industrial Marketing to replace 1 current unit that we found to be rusted apart.

2. Provide a brief description of the intended application for the service or goods to be purchased.

Replace 1 current salt spreader that is rusted out.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

This unit is a direct replacement for what we currently own. This will replace the one that is rusted without a lot of major modifications or relearning a different type of spreader.

4. Describe your efforts to identify other vendors to furnish the product or services.

Bruce Municipal Equipment sells these units new for approximately \$75,000.00.

5. How did you determine that the sole source vendor's price was reasonable?

The Salesperson from Industrial Marketing stated the \$40,000.00 is what he paid for the unit new and he would just be breaking even.

6. Which of the following best describes this sole source procurement? Select all that apply.

- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain) – **We need this unit A.S.A.P. to replace one that is currently out of service.**
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
- Continuation of a phased project.
- Proposal development is uneconomical.

Department: Public Works

Preparer: Mark Hanson

Vendor Name: Industrial Marketing

Expected amount of purchase or contract: \$40,000.00

Department Head Signature: _____ **Date:** _____

Finance Director Signature: _____ **Date:** _____

GL # 170-150098155

PO # 30203

FOR SALE

**EPOKE Model SH4400 5M³ Spreader with 6.5
Cu.Yd. Hopper**

SN: 36250409

Mfg in 2004, delivered in November 2005

This unit was ordered as a stock/demo unit and has never been sold.

- *It is in excellent condition
- *Less than 200 hours on it
- *Comes with optional external front tank

Liquid Capacities:

Liquid-Side tanks - 405 gallons

Liquid-Internal tank – 265 gallons

Liquid-Front external tank (not currently installed but included) – 260 gallons

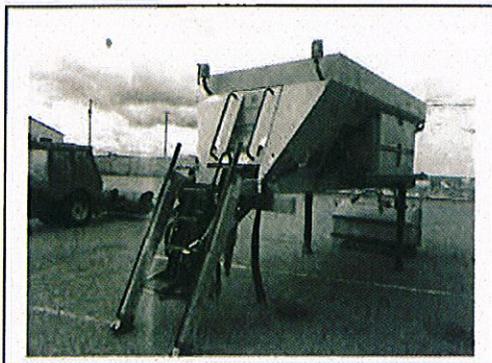
TOTAL LIQUID capacity with all tanks included - 930 gallons

In order to increase dry material capacity, you could remove the internal, 265 gallon liquid tank which would bring the dry material capacity to 6.5 cu. yds and you would still have the 665 gallons of liquid utilizing all external tanks.

Additional options on sander:

- Lighting package with work light and two rotating beacons
- Electric symmetry
- Level indicators for liquid and dry materials

\$40,000 FOB Gwinn, Michigan



INDUSTRIAL MARKETING & CONSULTING

516 D AVENUE
 GWINN, MI 49841
 USA

Voice: 906.346.7888
 Fax: 906.346.7578

QUOTATION

Quote Number: W5723
 Quote Date: Sep 28, 2016
 Page: 1

Quoted To:

CITY OF WAUSAU
 PUBLIC WORKS DEPARTMENT
 400 MYRON STREET
 WAUSAU, WI 54401
 USA

Customer ID	Good Thru	Payment Terms	Sales Rep
WAU1	10/28/16	Net 15 Days	WAYNE

Quantity	Item	Description	Unit Price	Amount
1.00		Demo EPOKE Model SH4400 5m3 Spreader with 6.5 cu yd hopper per attached specificalton sheet.	40,000.00	40,000.00
			Subtotal	40,000.00
			Sales Tax	
			TOTAL	40,000.00



09/29/2016 10:03

09/29/2016 10:03





09/29/2016 10:04



09/29/2016 10:04



09/29/2016 10:05



N60 W15835 Kohler Lane
 Menomonee Falls, WI 53051
 262-252-4744 • 800-252-4799
 Fax: 262-252-3955

Ship To: WAUSAU STREET DEPT

Branch 02 - BRUCE MUNICIPAL		
Date 09/29/2016	Time 13:47:50 (O)	Page 1
Account No WAUSA001	Phone No 7152616500	Est No 04 Q00053
Ship Via	Purchase Order VERBAL	
Tax ID No		
BEN SCHROEDER		Salesperson 105

Invoice To: CITY OF WAUSAU
 400 MYRON ST
 WAUSAU WI 54401

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 10/29/2016	Amount
2016 EPOKE S3800 SIRIUS AST			74551.00
* SLIP IN 6.5 CUBIC YD CAPACITY DRY MATERIAL, 490 GAL LIQUID CAPACITY * ELECTRIC SYMMETRY * 1-YEAR WARRANTY * DELIVERY AND TRAINING			

Sale # 01 Subtotal: 74551.00
 TOTAL: 74551.00

Subtotal: 74551.00
 Quote Total: 74551.00

Authorization: _____

*
DELIVERY 8-10 WEEKS
*

ADDITIONAL OPTIONS:

UPGRADE TO 620 GAL LIQUID CAPACITY	\$3410
FOLDING COVER	\$3085
D-RING TIE DOWNS	\$290
EXTREME DUTY SPINNER DISC AND RINGS	\$580
BASIC INSTALLATION OF SLIP-IN MODEL	\$3183

Quality Environmental Solutions and Support



MACQUEEN EQUIPMENT
 GROUPSM

www.macqueeneq.com