



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final-revised Finance Committee

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Tuesday, December 13, 2016

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1890](#) November 16, 2016 Finance Committee minutes

**Attachments:** [MeetingMinutes16-Nov-2016-12-54-45.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-1891](#) Request to award contract to Unifirst Corporation for rental and cleaning of uniforms and related items.

**Attachments:** [Uniform Contract Recommendation.pdf](#)

[16-1892](#) Request to approve Change Order #1 to contract 50-16 for Erb Park and Pool renovation project for a separated recirculation system of slides in the amount of \$130,590.99 resulting in a decrease of the contingency from \$613,048 to \$482,457.01. No change to the overall contract amount.

**Attachments:** [2016 Erb Pool Construction Change Order #1.pdf](#)

[16-1893](#) Request to write off \$14,003.29 of accounts receivable invoices and \$19,481.52 of personal property taxes (outstanding over one year).

**Attachments:** [Written off accounts list.pdf](#)

- [16-1915](#) Request to approve Bid Packages and project related expenses into the Guaranteed Maximum Price Amendment to Miron Construction for the Fox Cities Exhibition Center for a contract not to exceed \$5,585,083; and to reject bids from Applied Flooring Solutions, Braun Thyssen Krupp Elevator LLC and Schindler Elevator Corporation for not meeting and/or following bidding requirements.

**Attachments:** [2016 Expo Center Bid Package #2 - Guaranteed Maximum Price Amendment .r](#)

- [16-1917](#) Request to award Unit Y-16 Arbutus Park Stormwater Lift Station (rebid) to August Winter and Sons, Inc in the amount of \$213,775 with a 10% contingency of \$21,377.50 for a project total not to exceed \$235,152.50.

**Attachments:** [Award of Contract Y-16.pdf](#)

- [16-1918](#) Anticipated award of Contract for Unit S-17 Spartan Avenue Sanitary Lift Station (bids to be opened on Monday, December 11, 2016).

- [15-1138](#) Request approval of ordinance permitting absent Alderpersons to appear by phone.

**Attachments:** [Sec 2-29 Alderperson Appearances \(amended\) .pdf](#)

**Legislative History**

7/7/15	Finance Committee	held
8/11/15	Finance Committee	recommended for approval <i>Motion to amend by Alderperson Lobner to use "electronically" in place of "by telephone" throughout the amendment; second by Alderperson Konetzke.</i>
8/19/15	Common Council	referred to the Finance Committee
8/25/15	Finance Committee	held
9/22/15	Finance Committee	held
12/8/15	Finance Committee	held <i>hold until January 26, 2016 meeting</i>
1/26/16	Finance Committee	held

- [16-1898](#) The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the railroad trestles and conferring with legal counsel regarding pending litigation concerning the Fox River Cleanup and pending litigation concerning the Town of Harrison pursuant to §19.85(1)(g). Then reconvene into open session.

## 6. Information Items

[16-1888](#) Contract 10-16 was awarded to August Winter & Sons for \$380,008 with a contingency of \$38,000 for Digester Improvements. Change orders were approved totaling \$14,294. Final contract amount is \$394,302 with a contingency of \$38,000. Payments issued to date total \$384,444.45. Request final payment of \$9,857.55.

[16-1889](#) Change Order #2 to Caldwell Tank in the amount of (\$23,238) for the Glendale Water Tower Project resulting in the construction contract being reduced from \$2,467,000 to \$2,443,762.

**Attachments:** [Change Order 2 Glendale Project.pdf](#)

[16-1894](#) Contract 18-16 was awarded to Jossart Brothers, Inc. for \$2,547,865 with a contingency of \$93,135 for Sewer and Water (Re)Construction Project #1. Change orders were approved totaling \$36,204. Final contract amount is \$2,584,069 with a contingency of \$73,428. Payments issued to date total \$2,275,656.97. Request final payment of \$151,346.95.

[16-1895](#) Contract 16-16 was awarded to NuGen Johnson, LLC for \$143,989 with a contingency of \$5,000 for Prospect Ave and Jackman St Stairs. Change orders were approved totaling \$3,500. Final contract amount is \$147,489 with a contingency of \$1,500. Payments issued to date total \$141,459. Request final payment of \$5,730.

[16-1944](#)

The following 2016 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Library**

Reimbursements - Lost & Paid Items	+\$8,000
Library Materials and Supplies	+\$8,000

to record funds received from patrons to replace lost library materials.

Reimbursements - Friends of the Library	+\$24
Supplies - Childrens Services	+\$24

to record funds received from the Friends of the Appleton Public Library for labels.

**General Fund - Parks & Recreation Department**

Donations	+\$5,000
Equipment	+\$5,000

to record donation received from the Arbys Foundation for basketball hoops at Kiwanis and Schaefer Parks.

**General Fund - Police Department**

Donations	+\$5,320
Equipment	+\$5,320

to record donation received from the Fox Cities Marathon to be used to purchase jackets for crossing guards and a portable fingerprint scanner.

[16-1903](#)

Director's Reports:  
Finance  
Legal Services

## 7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes Finance Committee

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Wednesday, November 16, 2016

6:00 PM

Council Chambers, 6th Floor

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### Special

#### 1. Call meeting to order

Meeting called to order at 6:00 pm.

#### 2. Roll call of membership

**Present:** 3 - Alderperson Plank, Alderperson Lobner and Alderperson Siebers

**Excused:** 1 - Alderperson Martin

**Absent:** 1 - Alderperson Dannecker

#### 3. Approval of minutes from previous meeting

[16-1805](#)

October 25, 2016 Finance Committee minutes

**Attachments:** [MeetingMinutes25-Oct-2016-11-33-32.pdf](#)

**Alderperson Lobner moved, seconded by Alderperson Siebers, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Plank, Alderperson Lobner and Alderperson Siebers

**Excused:** 1 - Alderperson Martin

**Absent:** 1 - Alderperson Dannecker

#### 4. Public Hearings/Appealances

#### 5. Action Items

[16-1806](#)

Request to award three (3) year contract to Schenck SC to provide audit services for the 2016, 2017 and 2018 annual audits.

**Attachments:**     [2016 Audit Services.pdf](#)

*Aldersperson Dannecker arrived at 6:03pm.*

**Aldersperson Siebers moved, seconded by Aldersperson Lobner, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:**    4 -    Aldersperson Plank, Aldersperson Dannecker, Aldersperson Lobner and  
                 Aldersperson Siebers

**Excused:**    1 -    Aldersperson Martin

[16-1585](#)

Request to approve request from Aldersperson Siebers that special assessments for sanitary laterals, storm sewer and storm sewer laterals for properties on Fair Street that are zoned Commercial and R3 with single family residential use be assessed as Single Family.

**Attachments:**     [Fair St Spec Assessment.pdf](#)  
                              [Petition.pdf](#)

**Aldersperson Lobner moved, seconded by Aldersperson Siebers, that the Report Action Item be held until the January 24, 2017 meeting. Roll Call. Motion carried by the following vote:**

**Aye:**    4 -    Aldersperson Plank, Aldersperson Dannecker, Aldersperson Lobner and  
                 Aldersperson Siebers

**Excused:**    1 -    Aldersperson Martin

[16-1808](#)

Request to approve the following 2016 Budget adjustment:

**General Fund - Fire Department**

State Aids	+\$27,000
Fire Suppression Salaries	+\$27,000

to record funding for the overtime costs associated with State of Wisconsin sponsored training events by the Department of Military Affairs.

**Attachments:**     [Finance Committee Fire Training 2016.pdf](#)

**Aldersperson Dannecker moved, seconded by Aldersperson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and Alderperson Siebers

**Excused:** 1 - Alderperson Martin

## 6. Information Items

### [16-1804](#)

Contract 36-16 was awarded to Vanco Construction, Inc. for \$200,000 for Mini Storm Sewer Construction. Payments issued to date total \$156,584.83. Request final payment of \$43,196.85.

**This Presentation was received and filed**

### [16-1807](#)

The following 2016 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

#### **General Fund - Library**

Reimbursements - Friends of the Library	+\$18,151
Library Materials and Supplies	+\$18,151

to record funds received from the Friends of the Appleton Public Library for materials, printing, and supplies for administration, children's services, and community partnership programs.

Reimbursements - Friends of the Library	+\$3,690
Supplies - Children's Services	+\$3,690

to record funds received from the Friends of the Appleton Public Library for supplies for the Get Ready to Read summer program.

#### **Valley Transit**

Donations	+\$1,000
Awards and Recognition	+\$1,000

to record funds received from Transit Mutual Insurance Co. to be used for recognition of safety accomplishments of staff.

**This Presentation was received and filed**

## 7. Adjournment

**A motion was made by Alderperson Dannecker, seconded by Alderperson Lobner, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 4 - Alderperson Plank, Alderperson Dannecker, Alderperson Lobner and  
Alderperson Siebers

**Excused:** 1 - Alderperson Martin





*"...meeting community needs...enhancing quality of life."*

FINANCE DEPARTMENT  
100 N. APPLETON STREET  
APPLETON, WI 54911

# MEMO

**To:** Chairperson Kathy Plank and Members of the Finance Committee  
**From:** Jeff Fait, Purchasing Manager  
**Date:** December 13, 2016  
**Re:** Recommendation to Award Contract for Rental and Cleaning of Uniforms and Related Items to UniFirst Corporation

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## Background

The current city-wide contract, awarded to UniFirst Corporation in 2012, expires on January 31, 2016. The proposed new contract would be for a base term of three years, with one additional two year extension possible. The projected annual cost of these services is approximately \$35,000.

## RFP Process

The RFP (Request For Proposals) contained an extensive list of requirements, terms and conditions, and requests for information. Three responsive proposals were received and evaluated by a 4-member Uniform Team based upon pre-established criteria covering factors including qualifications, service policies and price. Proposals were scored individually and collectively, and ranked according to total score as follows (490 pts. possible):

- |                         |            |
|-------------------------|------------|
| 1) UniFirst Corporation | 370 points |
| 2) Cintas               | 315 points |
| 3) Aramark              | 290 points |

## Conclusion

Following the proposal evaluation, the Team arrived at the unanimous decision to recommend award to UniFirst Corporation. Over the past twelve years UniFirst has demonstrated their ability to service the City of Appleton and a commitment to addressing issues as they arise and maintaining the high quality standards we have set. Additionally, this contract will provide continuity and cost stability while eliminating the need for a costly and time consuming change in uniform vendors.

If you have any questions regarding this recommendation, please contact Jeff Fait at 832-6311. Thank you for your consideration.



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 12/13/2016

RE: Action Item: Approve Change Order #1 to contract 50-16 for Erb Park and Pool renovation project for a separated recirculation system of slides in the amount of \$130,590.99 resulting in a decrease of the contingency from \$613,048 to \$482,457.01. No change to the overall contract amount.

On July 21, 2016 bids were received and publicly opened to hire a General Contractor for the construction and renovation of Erb Park and Pool. Just a few days before, on July 15, 2016 the engineer received a letter from the Division of Industry Services indicating that during the review of the plans they identified an area of non-compliance to the applicable Wisconsin Administrative Codes. Specifically, the runout slides are required to be separated from the pool circulation system. The engineer noted that in their past designs they would combine the slides with the pool and it had always been acceptable to the state. Though this code has been in effect since 2009, the engineer has provided examples of installations whereas the state allowed slides and pools to share the same recirculation system. Regardless, I expect any work done in the City of Appleton be constructed to current code.

Because this letter was received just days before bid opening we requested this be a change order once the cost was known. There has been significant conversation with the engineer and they will be covering all mark-ups totaling \$6,915.57 and all engineering costs related to the change. Mark-ups are fees charged by the contractor to administer and manage the additional scope of work.

When the Finance Committee previously approved the contract I had mentioned that we were aware of this and I would be bringing it back to Committee/Council once we had it worked out. This is the change I noted at the meeting.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).

# City of Appleton 2016 Write-Off List

The following accounts have been posted on the City's web site and have been published in the Post Crescent. The addresses shown are the last known location of the individual or business.

Type	Invoice		Name	Address	Amount		Description
	Date	Inv or Parcel Number			Due		
A/R	1/10/14	217314	Melton, Keith J	1108 W Prospect Ave, Appleton, WI 54914	\$ 99.64		Stop Sign Knocked Down
A/R	1/17/14	217394	Hancock, Sheila A	128 Zander Trail, Hot Springs, AR 71901	\$ 161.28		Damaged Pedestrian Display
A/R	1/17/14	217402	Waters, Robyn L	1107 Harrison St, Kaukauna, WI 54130	\$ 4.25		APD Records
A/R	1/31/14	217524	Wren, Marjane L	980 Eighth St, Menasha, WI 54952	\$ 488.71		Traffic Standard Knocked Down
A/R	2/17/14	217798	Campbell, Charley D	1133 Melissa St, Menasha, WI 54952	\$ 202.48		Signs Knocked Down
A/R	2/21/14	217916	McConico, Cornelius J	4400 N Providence Ave #7, Appleton, WI 54913	\$ 602.05		Traffic Standard Knocked Down
A/R	3/18/14	218181	Konrad, Kerrie	1212 E Park Hills Dr, Appleton, WI 54914	\$ 743.00		Repair Costs for Squad
A/R	3/18/14	218185	Neuy, Joshua	N9198 Kernan Ave, Appleton, WI 54915	\$ 127.54		Sign Knocked Down
A/R	3/25/14	218329	Wyland, Russell R	3658 N Wayman Ct, Appleton, WI 54914	\$ 592.38		Traffic Standard Knocked Down
A/R	3/25/14	218381	Lopez, Fabricio	310 E Juniper Ln, Appleton, WI 54915	\$ 84.26		2013 Mobile Homes Taxes
A/R	3/25/14	218384	Bloomer, Martin	3309 S Friendly St, Appleton, WI 54915	\$ 10.56		2013 Mobile Homes Taxes
A/R	3/25/14	218385	Martinez, Melda	202 E Juniper Ln, Appleton, WI 54915	\$ 191.79		2013 Mobile Homes Taxes
A/R	3/25/14	218386	Santana, Gerardo & Sarah L	1629 S Nicolet Rd # 8, Appleton, WI 54914	\$ 20.23		2013 Mobile Homes Taxes
A/R	3/25/14	218387	Lopez, Felipe	3309 S Ivy St, Appleton, WI 54915	\$ 125.64		2013 Mobile Homes Taxes
A/R	4/1/14	218524	Delgadillo, Camilo	111 E Water St #304, Appleton, WI 54911	\$ 141.34		Damage to Stair Rail
A/R	4/18/14	218911	Haase (Butler), Erica	700 S Weimar St, Appleton, WI 54915	\$ 2.00		APD Records
A/R	4/28/14	218975	Kirnsse, Benjamin J	W6004 Cty Rd P, Black Creek, WI 54106	\$ 2,396.46		Traffic Standard Knocked Down
A/R	4/28/14	218981	Morrison, Timothy	110 E 2nd St, Kimberly, WI 54136	\$ 2.25		APD Records
A/R	4/28/14	219007	Hennrich, Jason Paul	3507 Springdale Ave, Wausau, WI 54401	\$ 38.43		Haz Mat Spill
A/R	5/2/14	219126	Wyrick, Shantina	331 Taylor St, Kaukauna, WI 54130	\$ 14.38		Haz Mat Spill
A/R	5/16/14	219218	Brendemuhl, Elizabeth	831 Martin St, Neenah, WI 54952	\$ 2.50		APD Records
A/R	5/16/14	219284	Erickson, Jade	708 Maple St, Neenah, WI 54956	\$ 89.97		Haz Mat Spill
A/R	5/23/14	219394	Tyrrell, Jamie L	2000 Progress Dr, New Lisbon, WI 53950-1530	\$ 72.97		Haz Mat Spill
A/R	6/3/14	219518	Harwood, Susan M	903 Depot St, Little Chute, WI 54140	\$ 1.75		APD Records
A/R	6/3/14	219559	Jones, Aaron J	1015 N Appleton St, Appleton, WI 54911	\$ 89.97		Haz Mat Spill
A/R	6/13/14	219710	Lee, Kong	907 W Lynch Ave, Appleton, WI 54915	\$ 404.80		Damaged Hydrant
A/R	6/13/14	219713	Vue, David	352 N Kensington Dr #3, Appleton, WI 54915	\$ 5.00		APD Records
A/R	6/13/14	219720	Jackson, James D	101 Arrowhead Dr, Green Bay, WI 54301	\$ 26.92		Haz Mat Spill
A/R	6/13/14	219721	Balthazor, Hope E	130 Fernando Dr, DePere, WI 54115	\$ 8.97		Haz Mat Spill
A/R	6/13/14	219735	2323 East Capitol LLC	PO Box 800, Oshkosh, WI 54903-800	\$ 40.00		NSF Check Fee
A/R	6/13/14	219737	Swann, Christina	2980 W Spencer St L3, Appleton, WI 54914-4389	\$ 52.70		NSF Check Fee/Library Fine
A/R	6/19/14	219807	Luecke, Erin J	1913 W Russet Ct #2, Appleton, WI 54914	\$ 142.97		Light pole/Signs Damaged
A/R	7/18/14	220360	Drumm, Jennifer	307 Monroe St, Neenah, WI 54956-2550	\$ 83.41		Vehicle Extrication Fee
A/R	7/18/14	220441	Baruch, Joseph M	353 1st St #12, Neenah, WI 54956-2764	\$ 40.00		NSF Check Fee
A/R	7/25/14	220509	Muthig, Lawrence	1715 N Ballard Rd, Appleton, WI 54914	\$ 72.97		Haz Mat Spill
A/R	7/25/14	220524	Boucher, Amanda L	991 7th St Apt D, Menasha, WI 54952-2870	\$ 148.78		Haz Mat Spill

A/R	7/25/14	220528 Robbins, Nicole	General Delivery, Santa Rosa, CA 95402-9999	\$	60.00	NSF Check Fee/Parking Ticket
A/R	8/7/14	220763 Williams, Brandon D	281 N Thompson Dr #8, Madison, WI 53714	\$	89.97	Haz Mat Spill
A/R	8/7/14	220792 Roberts, Debra J	321 Stanley Ct, Neenah, WI 54956	\$	89.97	Haz Mat Spill
A/R	8/22/14	220892 Ruwoldt, Tammy	W3652 Cty Rd J, Princeton, WI 54968	\$	4.00	APD Records
A/R	8/22/14	220936 Doemel, Hope M	W1535 Ranch Rd, Seymour, WI 54165	\$	165.78	Haz Mat Spill
A/R	9/5/14	221045 Sumner, Barbara J	1026 Jefferson St, Oshkosh, WI 54901	\$	123.97	Haz Mat Spill
A/R	9/12/14	221197 Brown, Tara A	4158 Cty Rd II, Larsen, WI 54947	\$	106.97	Haz Mat Spill
A/R	9/12/14	221216 Mueller, Lee	12705 Charity Hill Ct, Riverview, FL 33569	\$	1.25	APD Records
A/R	9/26/14	221388 Tricia Nell Law Office SC	1263 Main St Ste 213, Green Bay, WI 54302	\$	1.75	APD Records
A/R	9/26/14	221391 Olson, Jennifer L	1107 Melissa St, Menasha, WI 54952-2016	\$	89.97	Haz Mat Spill
A/R	10/7/14	221545 Moose Lodge	700 Lida Ln, Green Bay, WI 54304-4520	\$	46.20	Recyclables
A/R	10/10/14	221821 Berrios, Tammy L	215 Elm St, Kaukauna, WI 54130	\$	1.25	APD Records
A/R	10/17/14	221879 Polanco, Angela A	522 E Bronson Rd #2, Seymour, WI 54165-1000	\$	72.97	Haz Mat Spill
A/R	10/31/14	222017 Eger, Nicholas	2840 N Park Drive Ln #7, Appleton, WI 54911	\$	87.71	Barricading for Car Accident
A/R	10/31/14	222025 Aguirre, Benjamin J	N1446 Fairwinds Dr, Greenville, WI 54942	\$	3,373.71	Light Pole Damaged
A/R	10/31/14	222026 Marier Sr., Lyle T	45 Woodmere Ct #2, Appleton, WI 54911	\$	10.14	Traffic Standard Knocked Down
A/R	11/14/14	222227 Mahmoud, Liliana	1790 Chain Dr, Menasha, WI 54952	\$	3.75	APD Records
A/R	11/14/14	222275 Martinez, Manuel A	206 E Juniper Ln, Appleton, WI 54915	\$	343.75	Street Sign Knocked Down
A/R	11/14/14	222276 Polanco, Angela A	522 E Bronson Rd #2, Seymour, WI 54165-1000	\$	156.53	Sign Knocked Down
A/R	11/14/14	222287 Jouneyman Productions	38 Greenwood Ave, Dayton, OH 45410-1704	\$	40.00	NSF Check Fee
A/R	11/21/14	222348 Ratliff, Devan J	1304 W North Water St, New London, WI 54961	\$	89.97	Haz Mat Spill
A/R	11/21/14	222367 Lamers, Todd	W3018 Springfield Dr, Appleton, WI 54915	\$	2.25	APD Records
A/R	11/21/14	222392 Schierland, Paul J	617 N Appleton St, Appleton, WI 54911	\$	139.70	Sign Damaged
A/R	11/21/14	222427 Winkler, Eric	235 W Calumet St #3, Appleton, WI 54915	\$	1.25	APD Records
A/R	12/31/14	222808 Valerio, Samantha	1630 Holland Rd #101, Appleton, WI 54911	\$	1,568.13	Traffic Standard Knocked Down
Accounts Receivable Total				\$	14,003.29	

PP	2012	31-4-0872-00 Prime Design LLC	101 W Edison Ave, Appleton, WI 54915	\$	144.41	2012 Personal Property Tax
PP	2012	31-5-2621-00 Axxess Security System	923 W Harris St, Appleton, WI 54914	\$	89.80	2012 Personal Property Tax
PP	2014	31-0-2440-00 JB Lighting	1520 W Rogers Ave, Appleton, WI 54914	\$	307.25	2014 Personal Property Tax
PP	2014	31-1-1094-26 Atlas Taxi	1514 E Wisconsin Ave, Appleton, WI 54911	\$	71.25	2014 Personal Property Tax
PP	2014	31-1-1267-00 Chuck's Import Service	1239 E Wisconsin Ave, Appleton, WI 54911	\$	382.96	2014 Personal Property Tax
PP	2014	31-1-2035-00 Original Image Product	606 N Lawe St, Appleton, WI 54911	\$	64.56	2014 Personal Property Tax
PP	2014	31-1-2073-40 Picture This	4202 E Appleview Dr, Appleton, WI 54913	\$	463.12	2014 Personal Property Tax
PP	2014	31-1-2400-25 Soul Reflection Photography	1730 E Longview Dr, Appleton, WI 54911	\$	133.59	2014 Personal Property Tax
PP	2014	31-1-2530-10 Growing Together Child Care Center LLC	3425 Commerce Ct, Appleton, WI 54911	\$	247.14	2014 Personal Property Tax
PP	2014	31-1-2644-00 Vintage Barn Lights LLC	1422 N Kenilworth Ave, Appleton, WI 54911	\$	33.39	2014 Personal Property Tax
PP	2014	31-1-2736-30 Wisconsin Motors Sales	1109 E Wisconsin Ave, Appleton, WI 54911	\$	75.71	2014 Personal Property Tax
PP	2014	31-2-0772-10 Caged	111 S Appleton St, Appleton, WI 54911	\$	73.47	2014 Personal Property Tax
PP	2014	31-2-1043-20 Day Property Management	509 N Superior St, Appleton, WI 54911	\$	238.24	2014 Personal Property Tax
PP	2014	31-2-1917-40 HWA Rang do Appleton	10 College Ave #205, Appleton, WI 54911	\$	73.47	2014 Personal Property Tax
PP	2014	31-2-4037-30 Time On Our Hands Crafts	10 College Ave #400, Appleton, WI 54911	\$	75.71	2014 Personal Property Tax

PP	2014	31-2-4258-20	Valley Cleaning Solutions	508 N Morrison St, Appleton, WI 54911	\$	15.59	2014 Personal Property Tax
PP	2014	31-3-0870-20	Kings Barber Shop	745 W College Ave, Appleton, WI 54911	\$	111.33	2014 Personal Property Tax
PP	2014	31-3-1484-20	Technois Inc	400 S Linwood Ave, Appleton, WI 54914	\$	6.67	2014 Personal Property Tax
PP	2014	31-4-0619-00	It's a Small World Daycare	1606 S Memorial Dr, Appleton, WI 54915	\$	129.14	2014 Personal Property Tax
PP	2014	31-4-0728-00	Mobile Helpdesk LLC	206 S Fidelis St, Appleton, WI 54915	\$	15.59	2014 Personal Property Tax
PP	2014	31-4-0792-00	The Onlineworks LLC	407 W Foster St, Appleton, WI 54915	\$	126.90	2014 Personal Property Tax
PP	2014	31-4-0941-20	Rock Garden Studio	101 W Edison Ave, Appleton, WI 54915	\$	376.28	2014 Personal Property Tax
PP	2014	31-4-1132-20	Virtual Admin Xpress	1801 S Rebecca Ln, Appleton WI 54915	\$	22.27	2014 Personal Property Tax
PP	2014	31-5-0139-20	Badger Treats LLC	1025 N Badger Ave, Appleton, WI 54915	\$	222.66	2014 Personal Property Tax
PP	2014	31-5-0508-00	Conventry Glassworks	514 W College Ave, Appleton, WI 54911	\$	316.17	2014 Personal Property Tax
PP	2014	31-5-1650-00	Onyx Salon	1000 W Wisconsin Ave Ste 6, Appleton, WI 54914	\$	162.52	2014 Personal Property Tax
PP	2014	31-5-2797-40	Champions Martial Arts	956 W Northland Ave, Appleton, WI 54914	\$	236.01	2014 Personal Property Tax
PP	2014	31-5-2999-50	Farmers Insurance Group	1000 W College Ave #7, Appleton, WI 54914	\$	22.27	2014 Personal Property Tax
PP	2014	31-5-3424-00	The Julien Shade Shop	121 N Douglas St, Appleton, WI 54914	\$	42.30	2014 Personal Property Tax
PP	2014	31-5-3580-20	Moss Innovations LLC	1341 W Homestead Dr, Appleton, WI 54914	\$	91.29	2014 Personal Property Tax
PP	2014	31-5-3619-00	Music & Sports Collectors World	1037 W Wisconsin Ave, Appleton, WI 54911	\$	15.59	2014 Personal Property Tax
PP	2014	31-5-4042-00	Spin Fresh Coin laundry	1310 N Linwood Ave, Appleton, WI 54914	\$	3,524.56	2014 Personal Property Tax
PP	2014	31-6-0094-25	Appleton Health Care	2915 N Meade St, Appleton, WI 54911	\$	2,021.96	2014 Personal Property Tax
PP	2014	31-6-0124-20	Battery Hub Inc	261 W Northland Ave, Appleton, WI 54911	\$	131.36	2014 Personal Property Tax
PP	2014	31-6-1896-25	Arcadia Home Care	516 E Wisconsin Ave, Appleton, WI 54911	\$	82.38	2014 Personal Property Tax
PP	2014	31-6-2109-20	Electronics ETC LLC	257 W Northland Ave, Appleton, WI	\$	66.79	2014 Personal Property Tax
PP	2014	31-6-2411-10	Hmong Wisconsin Radio	337 W Wisconsin Ave #6, Appleton, WI 54911	\$	207.06	2014 Personal Property Tax
PP	2014	31-6-2416-00	International Translators of Appleton	342 W Wisconsin Ave, Appleton, WI 54911	\$	42.30	2014 Personal Property Tax
PP	2014	31-6-2432-00	J&L Electronics of Appleton Inc	2518 N Richmond St, Appleton, WI 54911	\$	282.77	2014 Personal Property Tax
PP	2014	31-6-2483-20	Loppnow Adult Family Home	2426 N Appleton St, Appleton, WI 54911	\$	95.74	2014 Personal Property Tax
PP	2014	31-6-2484-20	M&M Bakery LLC	432 W Wisconsin Ave, Appleton, WI 54911	\$	182.57	2014 Personal Property Tax
PP	2014	31-6-2657-30	Elevate Hair Studio Glam LLC	3402 N Richmond St, Appleton, WI 54911	\$	155.86	2014 Personal Property Tax
PP	2014	31-9-0002-35	AE Jewelers Inc	3545 E Calumet St, Appleton, WI 54915	\$	3,312.92	2014 Personal Property Tax
PP	2014	31-9-0115-10	Chances Animal Rescue	2705 S Lake Park Dr, Appleton, WI 54915	\$	122.80	2014 Personal Property Tax
PP	2014	31-9-0257-20	Leti Y Davi Jewelry	2214 S Oneida St, Appleton, WI 54915	\$	22.33	2014 Personal Property Tax
PP	2014	31-9-0545-20	Stevi B's	3525 E Calumet St, Appleton, WI 54915	\$	4,558.56	2014 Personal Property Tax
PP	2014	31-9-0550-00	Regal Nails	3701 E Calumet St, Appleton, WI 54915	\$	284.91	2014 Personal Property Tax
Personal Property Taxes Total					\$	19,481.52	

GRAND TOTAL

\$ 33,484.81



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 12/13/2016

RE: Action Item: Approval of Bid Packages and project related expenses into the Guaranteed Maximum Price Amendment to Miron Construction for the Fox Cities Exhibition Center for a contract not to exceed \$5,585,083.

Action Item: Reject bids from Applied Flooring Solutions, Braun Thyssen Krupp Elevator, and LLC. and Schindler Elevator Corporation for not meeting and/or following bidding requirements.

The delivery method utilized for this project is Construction Manager at risk (CM) and varies from the traditional design-bid-build delivery method traditionally used when time is not a project constraint. In this method, the CM is hired as the Owner's agent and contracts directly with sub-contractor(s) in an "at-risk" position. All work is publicly bid to comply with state bidding laws. Once the lowest qualified bidder is determined, the sub-contractor(s) contracts with the CM to complete the work. The CM provides a guaranteed maximum price in which any costs above this are the risk of the CM. The City only pays for the actual costs of the work completed (up to the maximum guarantee) and any change orders if there is a scope change.

It is currently anticipated that the project will include five (5) bid packages. Future bid packages will be incorporated via a change order to the initial contract with the CM.

On December 6, 2016, bids were opened for Bid Package #2 which includes site utilities, concrete, structural steel for exhibition space, and conveyance (elevators/escalators). We received multiple bids as provided below and recommend proceeding with the lowest responsible bidder:

**Site Utilities:** Scott DeNoble & Sons Construction, Inc.

Contractor	Bid
Scott DeNoble & Sons Const., Inc.	\$310,628
Vinton Construction Company	\$373,154

**Steel:** Merrill Iron & Steel, Inc.

Contractor	Bid
Merrill Iron & Steel, Inc.	\$710,000
MATHFAB	\$907,598

**Concrete:** Miron Construction Co., Inc.

Contractor	Bid	Notes
Miron Construction Co, Inc.	\$3,673,098	
CG Schmidt, Inc.	\$5,281,000	
Applied Floor Solutions	\$30,250	Incomplete Bid

**Conveyance:** No bid accepted. Conveyance will be re-bid. Bidders did not attend the mandatory pre-bid meeting as required by the specifications.

Contractor	Bid	Notes
Braun Thyssen Krupp Elevator, LLC.	NA	Bid not opened – did not attend mandatory pre-bid meeting.
Schindler Elevator Corporation	NA	Bid not opened – did not attend mandatory pre-bid meeting.

This Change Order Amendment also includes accepting Alternate #2 and #3 that was bid in Bid Package #1 for \$45,320 and \$82,500 to Calnin & Goss. Alternate #2 was to provide a cost for 10,000 additional cubic yards of fill to be excavated and hauled off site. Final calculations indicate that we will require this. Alternate #3 was for increased sheet pile size versus increased concrete wall widths. It was determined during engineering of foundations and exterior walls that accepting this alternate was the most cost effective solution of the two solutions being considered.

In addition, insurance and performance/payment bonds currently total \$128,557. This includes insurance and bonds for both the Amendment and Change Order #1 to the contract based on a percentage cost.

Additionally, allowances for plan reproductions, permit fees, and general requirements (security fencing, temporary power, traffic control, project utilities, etc.) are allocated into the contract for the value of \$634,980. These have all been budgeted previously for the project and any unused allowances will be returned to the Owner at the completion of the project.

While we have had some variation with some of the bids received to date, overall bid package #2 has come in as anticipated and the project remains on budget.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

**TO:** ☒ Finance Committee  
☐ Municipal Services Committee  
☐ Utilities Committee

**SUBJECT: Award of Contract**

**The Department of Public Works recommends that the following described work:**

Unit Y-16 Arbutus Park Stormwater Lift Station Rebid

**Be awarded to:**

Name: August Winter & Sons, Inc.  
Address: 2323 N Roemer Road  
Appleton, WI 54912-1896

**In the amount of :** \$213,775.00

**With a 10 % contingency of :** \$21,377.50

**For a project total not to exceed :** \$235,152.50

**\*\* OR \*\***

**In an amount Not To Exceed :** \_\_\_\_\_

Budget: \$140,000.00  
Estimate: \$215,000.00  
Committee Date: 12/13/16  
Council Date: 12/21/16

**BID TABULATION**

**UNIT Y-16 (RE-BID)**

**ARBUTUS PARK STORMWATER LIFT STATION RECONSTRUCTION**

**#1 - August Winter & Sons, Inc.**

<u>Item</u>	<u>Description</u>	<u>Qty./</u>	<u>Unit</u>	<u>Unit Price/\$</u>	<u>Totals/\$</u>
1	Station Reconstruction	1	lump sum	\$213,775.00	\$213,775.00
<b>TOTAL BID ITEM 1:</b>					<b>\$213,775.00</b>

AN ORDINANCE CREATING SECTION 2-29 OF CHAPTER 2 ARTICLE II OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ADMINISTRATION - COMMON COUNCIL.

(Committee Name -- Date)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 2-29 of Chapter 2, Article II, of the Municipal Code of the City of Appleton, relating to Administration, Common Council, is hereby created to read as follows:

**Sec. 2-29. Alderperson absence; participation ~~by phone~~ electronically**

An alderperson unable to appear in person at a meeting of the Common Council may request in writing or by email at least twenty-four (24) hours in advance of the meeting the written or emailed permission from the President of the Common Council to participate in the meeting by telephone. The Council President may grant the request only upon finding good cause. An alderperson's appearance ~~by telephone must be noted~~ electronically in the meeting agenda. Telephone participation must occur by speaker phone, with a speaker phone placed in the meeting room so that the physically absent member can hear and can be heard by all those who are present. An alderperson appearing ~~by telephone~~ electronically shall be entitled to participate and vote to the fullest extent possible, but shall not vote on any matter that may require observation of any part of the proceeding, including the demeanor of a witness or viewing exhibits not previously provided. An alderperson participating ~~by telephone~~ electronically shall not count towards a quorum.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Timothy M. Hanna, Mayor

\_\_\_\_\_  
Dawn A. Collins, City Clerk

J:\Attorney\WORD\Jamie\Ordinances\2015 Ords\Sec 2-29 Alderperson Appearances (created) 07-07-15 Finance Comm.doc



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Water Treatment Facility  
2281 Manitowoc Rd.  
Menasha, WI 54952  
920-997-4200 tel.  
920-997-3240 fax

**TO:** Chairperson Kathy Plank and Members of the Finance Committee

**CC:** Chairperson Greg Dannecker and Members of the Utilities Committee

**FROM:** Utilities Director Chris Shaw

**DATE:** Tuesday, December 06, 2016

**RE:** *Change Order #2 to Caldwell Tank in the amount of (\$ 23,238) for the Glendale Water Tower Project resulting in the construction contract being reduced from \$2,467,000 to \$2,443,762*

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## **BACKGROUND**

The Glendale Water Tower project was borne as a result of a need for the City of Appleton to increase elevated water storage. The need came from the Oneida Street Tower reaching the end of its useful life. The project design is a result of computer modeling and engineering efforts that can be referenced in the Water Utility's Distribution Master Plan.

This project introduces a net of 500,000 gallons of water storage into the city's distribution system. Water storage is necessary for fire flow and to equalize production versus water demand differences. The Glendale Tank is a one million gallon tank.

## **CHANGE ORDER #2**

The Glendale Water Tower construction project is presently nearing completion. Change Order #2 accounts for 8 deducts to the project. One of the deducts was for additional engineering services that were received by the City. These additional services were necessary as the project schedule had been extended due to electrical construction issues. The electrical issues have been resolved and the construction contractor, Caldwell Tank, agreed that the engineering services were a direct result of their activities. Consequently, Caldwell Tank is reimbursing the City for those services through this change order.

## **SUMMARY**

The Glendale Tower Project is currently in the final stages of construction. Currently, the contract price has been reduced from \$2,467,000 to \$2,443,762 as a result of deducts and engineering paid for by the contractor. If you have any questions, regarding this project please contact me at 997-4200.