

**JEFFERSON COUNTY SPECIFICATION FOR
2026 SET UP OF SIGN TRUCK EQUIPMENT**

NOTE: BIDDERS ARE REMINDED TO CAREFULLY EXAMINE THE BID AND SPECIFICATIONS UPON RECEIPT. IF NECESSARY, BIDDERS SHOULD MAKE A WRITTEN REQUEST TO THE PURCHASING AGENT WHOSE NAME APPEARS ON PAGE 1 OF THE BID, FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY, INCONSISTENCY OR ERROR DISCOVERED.

ADDITIONALLY, IF IN YOUR OPINION, ANY OF THE TERMS AND CONDITIONS OF THIS SPECIFICATION OR BID PREVENT YOU FROM BIDDING, CONSIDERATION WILL BE GIVEN TO A BIDDER'S REQUEST FOR CHANGE.

ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC. **MUST** BE SUBMITTED TO JEFFERSON COUNTY **IN WRITING** AT LEAST **FIVE WORKING DAYS** PRIOR TO BID OPENING. REQUESTS RECEIVED AFTER THAT TIME **WILL NOT** BE CONSIDERED.

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID AMENDMENT TO ALL PROSPECTIVE BIDDERS AND IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID OPENING DATE. **ALL AMENDMENTS MUST BE RETURNED PRIOR TO THE OPENING DATE AS SPECIFIED IN THE AMENDMENT. BIDDERS WHO DO NOT RETURN THE AMENDMENTS MAY HAVE THEIR BIDS REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT THE BUYER LISTED FOR A HARD COPY.**

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE PURCHASING DIVISION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTER OFFER AND WILL SUBJECT THE BID TO REJECTION.

GENERAL: It is the intent of this specification to describe the minimum requirements for the purchase of a **2026 SET UP OF SIGN TRUCK EQUIPMENT**. All parts, items, or features not specifically mentioned, which are necessary, or which are regularly furnished to provide a complete unit, shall be furnished by the successful bidder at the bid price and shall conform in strength and quality of material and workmanship to that usually provided by the practice indicated in this specification.

“PIGGYBACK” PROVISION: This commodity has been selected to be made available for use by other units of local government in Jefferson County Wisconsin. These subdivisions include cities, towns, & villages. The use of the contract, by the above units of government, will be optional.

If the prices offered on this proposal will be extended to the above-mentioned governmental units, indicate in the space provided below. If the prices, terms, or conditions are not the same, include a statement completely detailing the changes.

Any resulting contract is solely between supplier and third party unit of government. Billings for items purchased under this agreement shall be directed to the governmental agency purchasing these items.

This agency shall not be responsible for any problems, which may arise between other units of government and the contractor as a result of any sales and/or purchases made.

Participation will not be considered in making of awards under this inquiry.

We agree to extend this contract to other members of Local Government in accordance with this proposal:

Yes _____ No _____

BID MODIFICATIONS: The Jefferson County shall have the sole authority to modify this bid.

TAXES: Bids should not include Federal Excise and Wisconsin Sales Taxes as the agencies are exempt from payment of such taxes. State Statute No. 77.54(9a).

UNSUITABLE EQUIPMENT: Bids will not be considered for equipment that has previously failed to perform satisfactorily or from contractors or subcontractors who have a history of performance problems with Jefferson County.

DESCRIPTIVE LITERATURE: Bidder shall attach manufacturer's order ticket covering the equipment on which he is bidding and which specifically and clearly indicates coverage of all items shown in the bid specifications. If the manufacturer's literature does not clearly reflect these items, the bidder shall attach certification from the manufacturer verifying compliance with the bid specifications. Failure to provide this information may result in bid rejection.

MODEL: Equipment defined in this document shall be the latest model offered. Equipment/vehicles shall be new and unused and not previously titled.

DELIVERY: The price of the equipment shall include delivery to Jefferson County Highway Department 1425 S Wisconsin drive, Jefferson Wisconsin 53549. All equipment shall be completely inspected and serviced by the dealer prior to delivery. Upon receipt, Jefferson County shall make an inspection and, if found not to be in accordance with these specifications, the dealer shall, upon notification, pick up and deliver the equipment again after it has met the specifications.

Equipment being delivered shall be accompanied by a delivery slip & Certificate of Origin which has been prepared in duplicate. The original will be returned to the vendor and the copy retained by Jefferson County. For Jefferson County, The documents or **Title** specified under this section shall list **Jefferson County 311 S. Center Avenue, Jefferson WI 53549.**

DELIVERY PENALTY:

FACTORY MANUFACTURED/INSTALLED EQUIPMENT: It is the intent of this specification that all items bid are factory installed and bidder must bid factory-installed items where available from dealer. If factory installation of an item is not available to the dealer, and the dealer is making a dealer modification in order to meet the specification, the bidder must clearly note the specific dealer modification he is making.

EQUIPMENT STANDARDS: Vehicles/equipment bid must meet or exceed all Federal, State and Local health, safety, lighting and noise standards.

FREIGHT INCREASE: If there is a freight increase prior to delivery of the units, the additional increase must be at the dealer's expense.

PATENT PROTECTION: The vendor shall protect and hold harmless the buyer from any patent infringements on mechanical devices or process for which the equipment may be used.

MANUFACTURER'S WARRANTY: As Jefferson County is obligated to purchase equipment that will provide service over a long life, the successful bidder may be required to furnish a warranty by the manufacturer that the equipment bid on is suitable for the service intended in accordance with the specifications defined. The vendor shall furnish Jefferson County the same warranty as offered to fleet customers, and shall agree to replace and install within ten (10) working days of called in warranty claim request, and without charge, any defective parts.
During the warranty period coverage will include dealer travel time & mileage for needed repairs.

VENDORS ARE TO INCLUDE A COMPLETE WARRANTY STATEMENT WITH THEIR BID RESPONSE. Note: In the event any warranty item is not resolved within the fifteen (15) working days specified, vendor will provide an equivalent loaner _____ to Jefferson County Highway Department free of charge.

SERVICE FACILITIES: In order for Jefferson County to be assured of being able to maintain and repair the equipment purchased, there shall be a service facility, with a reasonable stock of repair parts for the equipment bid on, within sixty miles of Jefferson County. Note: The successful bidder does not have to be located within Jefferson County as long as there is an authorized dealer within the range specified.

NEW EQUIPMENT CHECKUP AND SERVICE FOR ALL EQUIPMENT: Prior to the delivery, the equipment must be completely serviced by the successful bidder (dealer) in accordance with the manufacturer's standard new equipment "make-ready" recommendations. Equipment shall contain a pre-delivery check sheet showing what operations the selling dealer has performed on the equipment. Factory pre-delivery will not be acceptable.

REJECTION: Equipment will be evaluated by Jefferson County for compliance with the specifications. Failure to comply with this specification is sufficient cause for rejection. For multiple purchases, one complete pilot model shall be submitted for acceptance and approval before delivery of the remaining units.

TRAINING: The successful bidder will provide a minimum of 2 hours of service training to cover all aspects of the unit including complete set-up, operation, electronics diagnostics, and accessories for up to 6 technicians within 1 week of taking delivery of the unit. Training to include diagnostics and use of diagnostic tools if applicable.

PRE-ORDER MEETING: The successful bidder must contact Erik Coonen; Fleet Manager, 920-674-7286 to arrange a pre-order meeting to verify actual equipment order is correct and meets specification prior to processing the order(s).

PAYMENT: Payment will be made within 30 days after acceptance of equipment and receipt of a properly documented invoice. Invoices must be submitted in duplicate. The original invoice is to be mailed to the "BILL TO" address listed on the purchase order. The duplicate invoice is to be delivered with the equipment, along with a certificate of origin.

I. REQUIREMENTS: Bidders are required to provide data as indicated throughout this bid document. Any minimum specifications not met must be stated, and any deviation from the specification for the item being bid must be described in detail. If you are offering a substitute, a complete explanation must be provided on the advantage of the substitute. Jefferson County will make the sole determination as to the acceptability of the substitute.

Any deletions, additions or variations from the specifications, including dealer modifications, must be noted.

Any items appearing in the manufacturer's regular published specifications furnished by the bidder are assumed to be in the bidder's price. For items allowing "or equivalent", the equivalent manufacturer and model shall be clearly stated.

Bidders may bid on more than one unit by duplicating this bid document. The entire document must be signed and submitted prior to the bid opening date noted on the Invitation for Bids page. **NOTE: You must confirm compliance by initialing each section on the individual specifications.**

III. EQUIPMENT DIAGNOSTICS/PARAMETER SETTINGS: The successful vendor will provide Jefferson County with any applicable software or website access required to reach equipment diagnostics and parameter settings. Specify the process for obtaining this access, including all costs for any items or services needed.

_____ **Will Comply** _____ **Can Not Comply** _____ **NA**

IV. SERVICE ONLINE NETWORK/MANUALS/SPARE FILTERS: **Successful** vendor will delineate any applicable internet access charges or OEM authorization fees charged to access dealer or OEM on-line service network pertaining to unit being sold. Additionally, all units will come with 2 each of: operator's, service, parts, electrical, diagnostic & set-up installation manuals and access to the dealer on-line service network with access to the items listed above, for specific equipment purchased.

_____ **Will Comply** _____ **Can Not Comply**

Vendor Comment Area