

## Bureau of Highway Maintenance Spending Request

**Instructions:** Please complete the following form for **ALL** spending requests originating from BHM. Forward the form and all associated documentation to the section chief for approval. The section chief or designee will forward these materials to the Program Management Section for Bureau Director review/approval. **NO** expenditures will be approved without this completed form.

**Request Date:** September 5, 2018

**Requested By:** LeAnna Wall

**BHM Section:** Freight Mgmt. & Roadside Facilities

**Unit:** Roadside Facilities

**Description of Item or Service:** Kenosha SWEF

Pit lighting removal and new LED lighting install for the Kenosha SWEF Floor & pit painting project.

**Total cost of the Item or Service requested?**

\$7,900

**Contract Type:**

- ☐ Inter-agency Agreement  
☐ Master Contract Work Order  
☒ Purchase Order  
☐ IT Procurement

- ☐ 2-party Consultant Contract  
☐ Consultant Contract Amendment  
☐ P-card  
☐ Other – Direct Pay

**Project ID:**

1000-01-62

**Funding Source:**

- ☐ BHM Spending Plan  
☐ Federal Grant or Earmark Funds  
☐ SPR Funds

- ☐ Improvement contract  
☐ Fiber Appropriation  
☒ Other

**What is the business need for the expenditure?**

Pit light fixtures must be removed to repair and paint the pit walls. Once the inspection bay floors and pit painting is dry the pit lighting will be replaced with more energy efficient & brighter LED lighting.

**Will there be any on-going operations or maintenance expenses associated with the expenditure?**

☒ No ☐ Yes

If yes, please describe and give anticipated O&M costs:

**Approval:**

Name: LeAnna Wall  
Roadside Facilities Engineer

Date: 9/5/18

Name: [Signature]  
Section Chief

Date: 9/5/18

Approved via e-mail ☐ Yes Date: \_\_\_\_\_

Name: [Signature]  
Bureau Director

Date: 9/5/18

Return signed form to LeAnna Wall for processing.

**PURCHASE REQUEST FORM**FY 19

- Attach bid sheets, specs., photo copies, catalog cut sheets and/or other pertinent information.
- Budget Approval should verify correct Project I.D. charging and money available in budget.
- Shaded areas to be filled in by Tips Processor.

SHIP TO (if different than HFSTB)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_DATE ENTERED: \_\_\_\_\_ TYPE: ( ) REL/CONTRACT ( ) AS1/PO1 ( ) CWO ( ) LDO ( ) P-CARD ( ) INTERNET  
REQ NO \_\_\_\_\_ PO NO \_\_\_\_\_ AGENCY REQ NO \_\_\_\_\_ TIPS AGENCY CODE \_\_\_\_\_REQUEST DATE 09-05-2018 BUREAU/OFFICE Hwy Maint REQUESTED BY LeAnna WallCONTACT/PHONE 608-266-8665 PROJECT ID 1000-01-62 DATE NEEDED ASAP

SUPERVISOR APPROVAL \_\_\_\_\_

BUDGET APPROVAL \_\_\_\_\_

☒ Send Copy of P.O. to Originator  
NOTE: This is your notification of purchase

VENDOR NO. \_\_\_\_\_ Contract # \_\_\_\_\_ Del Aro \_\_\_\_\_

**VENDOR:**

(Give complete name, address, phone, etc.)

Valiant Electric, Inc.5408 50th StreetKenosha, WI 53144262-657-7070 Darren Johnson or Jennifer@valiantelectricinc.com**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**Quantity 1 LOT Kenosha SWEF - remove old and install new LED Pit LightingUnit Price \$7,900

Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_

Unit Price \_\_\_\_\_

Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_

Unit Price \_\_\_\_\_

Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

DATE QUOTE RECEIVED 8-28-2018 FROM Valiant Electric, Inc.TOTAL COST \$7,900 S&H/FREIGHT ☐ Yes ☒ No \$ \_\_\_\_\_**PLEASE, GET THIS TO THE TIPS REQUISITIONER WEEKS BEFORE YOU NEED A SERVICE OR ITEM!**  
**Advance time varies with type of purchase.**

**REQUISITION NO:****PURCHASE ORDER NO****ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_  
Unit Price \_\_\_\_\_  
Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_  
Unit Price \_\_\_\_\_  
Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_  
Unit Price \_\_\_\_\_  
Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_  
Unit Price \_\_\_\_\_  
Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ITEM DESCRIPTION (1) EACH/SET/PKG/LOT/BOX/CTN/YEAR/CASE/HOUR/ROLL/PAIR**

Quantity \_\_\_\_\_  
Unit Price \_\_\_\_\_  
Extended Price \_\_\_\_\_

COMMODITY CODE \_\_\_\_\_ OBJECT CODE \_\_\_\_\_

**ESTIMATED DELIVERY TIMES: From time TIPS Requisitioner received to estimated delivery.**

Purchase Requests up to \$5000 (Low Dollar Orders): Procurement (charge) Card is used in most instances. Printed purchase order is printed overnight after approval. Item is received in approximately 7-30 days, depends on vendor. Office supplies are on a MANDATORY contract and are shipped within 48 hours after call/fax is completed.

Registrations/Conferences/Seminars (attended, but not set up by DTID): Per vendor deadline.

Conferences/Seminars (set up by DTID): See Event Planning Requisition located in the N:/oas/event planning/procedure directory or on the DOTNET at [http://dotnet/dtid\\_admin\\_man/events/worksheets.htm](http://dotnet/dtid_admin_man/events/worksheets.htm)

Purchase Requests \$5001-\$25,000: Requires written or faxed quotes; 6-12 weeks estimated delivery.

Purchase Requests over \$25,000:

- Requires preparation by DOT Purchasing Unit
- Methods include Sole Source, Request for Proposal and Official Sealed Bid
- May take several months

Out of State Travel: Need prior approval with a signed form DOA-6264 (formally ADA38)

N:/oas/purchasing/purchase request form





5408 50<sup>th</sup> Street | Kenosha, WI 53144  
(262) 657-7070 | F (262) 657-9499 | ValiantElectricInc.com  
*Licensed and Insured Master Electricians in WI and IL*

## Proposal

Isobel O'Rourke  
**Kenosha Achievement Center, Inc.**  
1218 79th Street  
Kenosha, WI 53143

**August 28, 2018**

**WI18-147**

262-857-6848

iorourke@thekac.com

**Weigh Station - Inspection Pit Lights**

Valiant Electric Inc. respectfully submits this proposal in conjunction with electrical work to be performed at the above referenced project. This proposal is based on site visit and is good for 30 days.

- ❖ All Electricians are State Licensed and OSHA certified
- ❖ We are fully licensed, insured and bonded in both Wisconsin and Illinois

### Inclusions:

- Demo a total of (16) light fixtures from (2) Inspection Pits
- Demo rigid conduits, hangers and wire from (2) Inspection Pits
- Provide and install a total of (20) owner specified light fixtures for (2) Inspection Pits
- The lights are to be staggered so they are not directly across from each other in the same pit
- Provide and install approximately 240' of ½" rigid conduit and wiring
- Remove light old light fixtures from site for disposal

### Exclusions:

- Overtime
- Utility company charges
- Any changes or repairs requested by the Electrical Inspector or Owner that are outside the scope of this proposal

**Base Cost: Seven Thousand Nine Hundred Dollars (\$7,900.00)**

The final price for the services performed and any goods provided may vary from the quoted price if unforeseen conditions, delays by others or changes are experienced during the execution of our work.

If you have any questions regarding this proposal, please do not hesitate to call me (262) 657-7070. If you fully accept and agree to this proposal, please sign, date and return to our office by fax (262) 657-9499 or email to [Jennifer@valiantelectricinc.com](mailto:Jennifer@valiantelectricinc.com).

Sincerely,

**Valiant Electric, Inc.**

Darren Johnson  
President  
[Darren@valiantelectricinc.com](mailto:Darren@valiantelectricinc.com)

Accepted By \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Preferred Start Date \_\_\_\_\_ Phone \_\_\_\_\_

Purchases over \$5,000 through \$50,000;  
Printing, \$50 through \$50,000

- The winning bidder should be indicated. Reasons for rejecting any bids shall be noted below.

Valiant Electric, Inc. is the low bidder.

## Page 2

[illegible]



Electrical Contractors  
and Engineers Since  
1918 • Specializing in  
Design / Build

## QUALITY. INTEGRITY. EXPERIENCE.

September 4, 2018

SEC Bid No.: KAC-18-100

Kenosha Achievement Center, Inc.  
1218 79<sup>th</sup> Street  
Kenosha, WI 53143

Attention: Isobel O'Rourke

Re: Kenosha Achievement Center  
Demo and Install Lighting

Dear Isobel,

We are pleased to submit for your consideration our proposal for the above referenced project.

### Clarifications/Qualifications:

Provide labor and materials to:

- Demo a total of (16) light fixtures from (2) Inspection Pits
- Demo rigid conduits, hangers and wire from (2) Inspection Pits
- Install (20) owner specified light fixtures for (2) Inspection Pits
- Stagger the lights so they are not directly across from each other in the same pit
- Provide and install approximately 240' of ½" rigid conduit and wiring
- Includes removal of old light fixtures from site
- Excludes any overtime costs or utility company charges

We submit our total cost of **Eight Thousand, Four Hundred and Fifty Five (\$8,455.00) Dollars**, plus tax as applicable.

Thank you for the opportunity to assist you with this project. Please feel free to contact us with any questions you may have.

Sincerely,  
STAFF ELECTRIC CO., INC.

*Todd Winters*

Todd Winters  
Project Manager  
TW:af

# Lee Plumbing, Heating, Cooling & Electric

---

August 30, 2018

Page 1 of 2

Isobel O'Rourke  
Kenosha Achievement Center, Inc.  
1218 79<sup>th</sup> Street  
Kenosha, WI 53143  
262-857-6848  
[iorourke@thekac.com](mailto:iorourke@thekac.com)

RE: Weigh Station – Inspection Pit Lighting Project  
Electrical Proposal

Dear Ms. O'Rourke,

Thank you for the opportunity to develop an electrical proposal for the Kenosha Achievement Center facility in Kenosha, WI. Based on information gathered on a site survey, historical data from similar projects and our general expertise, we are pleased to quote the sum of \$9,847.00 (Nine Thousand Eight Hundred Forty-Seven Dollars) as the cost of labor to complete the electrical construction for the above referenced project. Our proposal will reflect the following clarifications;

***The general scope of work and parameters of the anticipated deliverables are as follows:***

- ✓ Permit fees
- ✓ Safety program - **we hold a company EMR rate of .74**
- ✓ OSHA 30 trained and certified personnel on staff
- ✓ Licensed electricians on staff
- ✓ Demo of all conduits supports and wiring to 2 inspection Pits per detailed scope
- ✓ Demo and disposal of all lighting within this scope
- ✓ Furnish and install specified light fixture as directed by the Owner – totaling (20)
- ✓ Furnish and install all branch wiring for the complete and operable system
- ✓ Clean up at the end of each day
- ✓ Project management and supervision
- ✓ Labeling per facility standards
- ✓ All testing of the branch wiring system
- ✓ Owner and staff training
- ✓ Coordination with Owner and KAC staff prior to commencing work
- ✓ All standard warranties apply

***Not Included:***

- ✓ Taxes
- ✓ Overtime (working hours are M-F 7am – 3:30pm)
- ✓ Patching or painting of any drywall (by others)
- ✓ Dumpster charges
- ✓ Lighting, switching and/or any unforeseen demo
- ✓ Fire Alarm Patching or painting of any drywall (by others)
- ✓ Security devices, wiring, testing and/or programming
- ✓ Control wiring

*Continued*



# Lee Plumbing, Heating, Cooling & Electric

---

Page 2 of 2

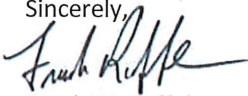
- ✓ Unforeseen demolition and/or relocation of any systems within wall space, above existing ceiling and/or space not shown on plans

**\*NOTE:**

All work to be done in a neat and workmanship like manner, with all installations up to local codes, FS and N.E.C. standards

I feel you will find our electrical proposal complete and accurate with the project description. If you have any questions regarding this electrical proposal or if I can be of any further assistance, please feel free to contact me.

Sincerely,



Frank W. Ruffolo  
Vice President



LEE  
PLUMBING, HEATING, COOLING & ELECTRIC

This proposal is intended exclusively for the individual or entity to which it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any unauthorized disclosure, copying, distribution or use of this electronic message or any attachment is prohibited. If you have received this message in error, please contact the sender immediately and delete this original from your system.



5408 50<sup>th</sup> Street | Kenosha, WI 53144  
(262) 657-7070 | F (262) 657-9499 | ValiantElectricInc.com  
*Licensed and Insured Master Electricians in WI and IL*

## Proposal

Isobel O'Rourke  
Kenosha Achievement Center, Inc.  
1218 79th Street  
Kenosha, WI 53143

**August 28, 2018**

**WI18-147**

262-857-6848

iorourke@thekac.com

**Weigh Station - Inspection Pit Lights**

Valiant Electric Inc. respectfully submits this proposal in conjunction with electrical work to be performed at the above referenced project. This proposal is based on site visit and is good for 30 days.

- ❖ All Electricians are State Licensed and OSHA certified
- ❖ We are fully licensed, insured and bonded in both Wisconsin and Illinois

### Inclusions:

- Demo a total of (16) light fixtures from (2) Inspection Pits
- Demo rigid conduits, hangers and wire from (2) Inspection Pits
- Provide and install a total of (20) owner specified light fixtures for (2) Inspection Pits
- The lights are to be staggered so they are not directly across from each other in the same pit
- Provide and install approximately 240' of ½" rigid conduit and wiring
- Remove light old light fixtures from site for disposal

### Exclusions:

- Overtime
- Utility company charges
- Any changes or repairs requested by the Electrical Inspector or Owner that are outside the scope of this proposal

**Base Cost: Seven Thousand Nine Hundred Dollars (\$7,900.00)**

The final price for the services performed and any goods provided may vary from the quoted price if unforeseen conditions, delays by others or changes are experienced during the execution of our work.

If you have any questions regarding this proposal, please do not hesitate to call me (262) 657-7070. If you fully accept and agree to this proposal, please sign, date and return to our office by fax (262) 657-9499 or email to [Jennifer@valiantelectricinc.com](mailto:Jennifer@valiantelectricinc.com).

Sincerely,

**Valiant Electric, Inc.**

Darren Johnson  
President  
[Darren@valiantelectricinc.com](mailto:Darren@valiantelectricinc.com)

Accepted By \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Preferred Start Date \_\_\_\_\_ Phone \_\_\_\_\_

## Wall, LeAnna - DOT

---

**From:** Diehl, Kevin T - DOT  
**Sent:** Wednesday, September 05, 2018 1:07 PM  
**To:** Wall, LeAnna - DOT  
**Subject:** RE: doa-3088 KSWEF Elect.pdf

LeAnna,

The form looks good, along with the quotes. That's all I need in terms of authorization.

Thanks.



**Kevin Diehl | Purchasing Agent**

Wisconsin Department of Transportation  
Bureau of Financial Management  
Purchasing  
[kevin.diehl@dot.wi.gov](mailto:kevin.diehl@dot.wi.gov)  
Direct: (608) 261-0124

---

**From:** Wall, LeAnna - DOT  
**Sent:** Wednesday, September 5, 2018 1:04 PM  
**To:** Diehl, Kevin T - DOT <Kevin.Diehl@dot.wi.gov>  
**Subject:** doa-3088 KSWEF Elect.pdf

Kevin, Last week we talked about needing 3 bids for the required electrical work in association with the Kenosha SWEF Flooring project with Kevco. Attached are the 3 bids.

I still need to get the PO request and spending authorization approvals through BHM management.

Do I get this approved through you first or BHM first?

Is the form appropriately filled out?