

(5) TB, Lisa, Barb, Micada,
Carol, Public

ALTERNATIVE CLAIMS 2020

November 2020

Date	Payable to Who	Check #	Amount	Description
11/5/2020	Dept of Employee Trust Funds	EFT#12-2020	17,681.86	December Health ins premium
11/5/2020	Oasis Payroll #23		33,229.53	Payroll ending 10/31/2020 taxes & fees
11/5/2020	Employer/Deferred Comp	EFT#6048	75.00	Payroll #23 Deferred Employee Contrib
11/7/2020	Northern State Bank	78398	11,547.53	Pay #23/#60 Windsled/Amb
11/19/2020	Oasis Payroll #24		37,868.73	Payroll ending 11/14/2020 taxes & fees
11/19/2020	Employer/Deferred Comp	EFT#6049	75.00	Payroll #24 Deferred Employee Contrib
11/23/2020	Wisconsin Retirement System	EFT#11-2020	8,857.30	November Retirement & employee contrib
11/23/2020	Wisconsin Dept of Revenue	EFT#10-2020	535.25	October Sales tax
11/24/2020	Berghammer Builders, Inc	78482	1,000.00	ESB Early construction bonus
11/24/2020	Solar SBI, LLC	78483	750.00	50% deposit grant application work
11/25/2020	Bremer Bank	EFT#2020-01	96,795.91	2019 debt \$450,000 Pay#1/#5

NOVEMBER 2020 TOTAL:

\$208,416.11

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#2020-0324 ALTERNATIVE CLAIMS**November 2020**

Date	Payable to Who	Check #	Amount	Description
11/10/2020	Andres Medical Billing, LTD	78399	269.95	Oct collections \$1,799.64 x 15%
""	Anich, Wickman & Lindsey, S.C.	78400	1,430.90	Dell,Dock,ESB easement,NMV,TPC
""	APG Media of WI/Ashland Daily J	78401	237.63	TPC PH, Cemetery, ESB Furniture
""	Ashland County Highway Dept.	78402	3,615.10	Blades, carbide bits
""	Bayfield Lumber	78403	648.27	MRF Boards & tyvek, Parks board, law brd
""	Como Lube & Supplies	78404	250.00	10/27/2020 used oil 500 gals
""	Crysteel Truck Equipment	78405	467.84	#102 plow ram Cylinder 4x10, hitch lift
""	Eagle Waste - Ashland	78406	204.00	680 lbs electronics
""	Erickson, Kathleen	78407	4,200.00	2020 Cemetery caretaking contract
""	Industrial Safety, Inc.	78408	3,930.16	FD Rapid intervention kit PO#2020-50
""	IState Truck Center	78409	93.93	MRF Rolloff Heater
""	JB Systems, LLC	78410	149.85	Nov 2020 - Jan 2021 Town's web-site
""	L & M Fleet Supply	78411	104.97	Cords for Rolloff battery tenders
""	LaPointe Gas, Inc.	78412	2,497.40	1600.0 gals @ \$1.56 in ESB
""	Madeline Island Ferry Lines	78413	3,733.50	October hauling, ferry, freight
""	Madeline Island Ferry Tickets	78414	750.00	Rds swipe, 2 police swipes
""	Madeline Island Yacht Club	78415	37.17	Police gas/hardware, Fire absorbing mats
""	Midland Services, Inc.	78416	225.00	SRE General hookup
""	Midland Services, Inc.	78416	511.60	ESB propane tanks add fees
""	Midland Services, Inc.	78416	218.81	MRF Oct fuels
""	NAPA - Washburn	78417	1,109.51	Rolloff, roads parts, Parks parts, MSD!!
""	Nelson Construction, Inc.	78418	204.00	BBTP Compressor rental,chapel grass seed
""	Northwoods Paving/Mathy Co Inc	78419	42,409.00	Partial ESB paving Bal\$33,526
""	Norvado, inc.	78420	1,348.62	Nov phones, fax, dsl & internet to EMS
""	Quill Corporation	78421	183.86	Copy paper, USB drives TA interviews,Mas
""	Rob's Snowplow Sales & Service	78422	82.00	MRF Pickup oil hoses for plow
""	Rossberger Jr., Thomas	78423	261.96	Tactical: Boots, Turtle,combat shirt
""	ST'S True Value	78424	67.89	Roads shop lag screws
""	Stainless Software, Inc.	78425	344.00	October reservations @ \$2.00 each
""	Superieur Petrol, LLC	78426	2,729.31	929.60 gals diesel @ \$2.936 delivered
""	Twin Ports Testing II, INC.	78427	849.00	October ESB Concrete
""	U.S. Post Office	78428	550.00	Treasurer 10 rolls 1st class tax bills
""	Unemployment Insurance	78429	94.69	October MRF (N Taylor)
""	VantageFlex, LLC	78430	52.00	November admin fee
""	Verizon Wireless	78431	246.36	-10/21/2020 cells, jet paks, ipads
""	W.I.T.C. - New Richmond	78432	32.28	L Montagne Fire Suppression class
""	Waste Management Of Wisconsin	78433	4,611.90	9/23-10/16 (3) SW & (3) DemCon hauls
""	Wendel Architecture, P.C.	78434	21,238.32	-9/30/2020 Construction management
""	Wilharm, Paul	78435	26.11	MENARDS: Bathroom door locks
""	Winfield Inn	78436	280.00	M Curry FD training 10/20-11/5 (7)
""	Wisconsin Towns Association	78437	50.00	Fall workshop - Recording, materials
""	Xerox Corporation	78438	105.21	9/22-10/23/2020 19,129 copies

11/11/2020 TB Meeting vouchers:

\$100,452.10

Under Resolution #2020-0324

November 2020

Date	Payable to Who	Check #	Amount	Description
11/24/2020	Allied Medical Training	78448	7,290.00	(4) New EMT on-line, skill week, CPR
""	Ashland County Administrator	78449	2,100.50	50% sale proceeds 2011 Ford Squad
""	Bellin Health	78450	40.00	Random Rds CDL ERE
""	Brummer Company	78451	666.00	Cadotte House 300 gals @ \$2.22
""	C & S Design & Engineering, Inc	78452	3,800.00	Passenger Shelter \$3,800/\$5,000
""	Cadotte, Denise	78453	700.00	Police Housing Rent December 2020
""	Cadotte, Linda	78454	51.45	Mileage minus MIFL costs
""	Cardmember Service (BLN)	78455	60.51	Bigbaytownpark.org & .com renewed
""	Cardmember Service (LP)	78456	596.65	Arts Survey, TA Lodgins, UBER, EMT Backgrnd
""	Cardmember Service (SS)	78457	392.61	AMAZON: (4) Emergency care books
""	Cardmember Service (TWE)	78458	3,559.08	Fire Dept Rescue items, supplies,
""	Cardmember Service (WJD)	78459	50.71	AMAZON: gloves L&M Window kit
""	Cardmember Services (PAW)	78460	189.28	UPS return Cryteel, MRF Bobcat parts
""	Cardmember Services - (BTS)	78461	600.86	BC Lunches, Gas, MRF Plexiglass
""	Chicago Iron	78462	65.60	82 lbs 1/2x6 flat for 772 fabrication
""	Deere Credit, Inc.	78463	1,815.17	444 wheel loader leased #16/#36
""	Doane Distributing	78464	157.50	15 waters-12 returned
""	DSC Communications	78465	260.00	FD Batteries (2), desktop charger
""	ImageTrend	78466	300.00	2021 Annual Field Bridge Support
""	Island Septic	78467	1,125.00	Leased porta potties (2) Rec, (1) Cemeter
""	Island Septic	78467	1,110.00	10/3-11/6 Pumpouts BBTP, RV, Portas
""	J-MEC	78468	1,384.49	Compactor service call valve shorted out
""	Koenamann Electric, LLC	78469	992.50	Airport PAPI lights repaired
""	L & M Fleet Supply	78470	474.91	Rds shovels, melt, rachets, tools, batteries
""	M.I. Chamber of Commerce	78471	71,442.88	3rd Qtr 2020 collections & VRBO/Airbnb
""	Madeline Island Ferry Lines	78472	750.00	Additional \$\$ onto Police new mags
""	Midland Services, Inc.	78473	352.48	Move Rec Center tank to MRF
""	Northwest Regional Planning Co	78474	20,086.16	24,236 lbs Town's HazMat removed
""	PowerPlan	78475	1,227.06	772 grader chains, #102 plow parts, TV145
""	Quill Corporation	78476	242.96	Misc office supplies, copy paperq
""	Superieur Petrol, LLC	78477	56.11	27.652 gals gas in Rds #04
""	Wendel Architecture, P.C.	78478	28,255.47	-7/31/220 Construct management#501024
""	Winfield Inn	78479	80.00	11/10 & 11/12 M Curry Fire training
""	Xcel Energy, Inc.	78480	340.53	Street lites, Cadotte hse, Cemetery
""	Young & Associates, Inc.	78481	11,556.60	11/2020-11/2021 WTC Liabilities
11/24/2020 TB Meeting vouchers:			\$162,173.07	Under Resolution #2020-0324

NOVEMBER 2020 TOTAL:
Under Resolution #2020-0324

\$262,625.17

ALTERNATIVE CLAIMS 2020**MI Library****November 2020**

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
11/18/2020	Library Board approved vouchers		2,960.06	
11/19/2020	Amazon	78349	417.79	Ski bags, laptop sleeves, books
" "	Cardmember Services (LS)	78440	605.64	Business site plan, subscription
" "	Erickson, Kathleen	78531	148.50	Sept-Nov mowing, fall cleanup
" "	Junior Library Guild	78622	145.92	Kids books
" "	Moore, Janet	78713	525.00	Oct-Nov program 5 sessions @ \$175
" "	Norvado, Inc.	78804	157.39	November phones, fax, DSL
" "	Superior Plumbing & Mech, Inc.	78895	433.93	Toilet not flushing repair
" "	Wal-Mart	78986	375.89	Little learners, Halloween Party
" "	Whitaker, Zachary	79077	150.00	Oct-Nov program 2 sessions @ \$75

NOVEMBER 2020 TOTAL:2,960.06**0.00**

TB5 Lisa, Brenda, Micaela
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**TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
TUESDAY NOVEMBER 24, 2020
5:30 PM AT TOWN HALL
Draft Minutes**

Town Board Members Present via Teleconference: Jim Patterson, Michael Anderson, Sue Brenna, Glenn Carlson, John Carlson

Staff Present: Lisa Potswald, William Defoe (via telephone), Elected Clerk Micaela Montagne
Called to Order: 5:30pm

I. Public Comment A*: None.

II. Town Administrator's Report: Report prepared and presented by Lisa Potswald dated November 20, 2020 placed on file by Unanimous Consent.

III. Public Works

A. Roads: Nothing to report

B. Parks: Nothing to report

C. Materials Recovery Facility (MRF)

1. Retirement of MRF Supervisor: Motion to accept Ted Pallas' retirement date as March 25, 2020, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

2. Extension of Vacation Hours Request from Ted Pallas: T. Pallas decided not to submit the request.

D. Greenwood Cemetery

1. Contract with Brummer Company for Sexton Services: Motion to table, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

Motion to move agenda items in III. E. to after item X., M. Anderson/ J. Patterson, 5 Ayes, Motion Carried.

IV. Committees

A. Planning and Zoning: Nothing to report

V. Town Hall Administration

A. Accounting Administrator's Report Motion to approve the report for November 2020 prepared by Barb Nelson, G. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

B. Grant Updates: the Solar CBI grant is in the works.

C. Town Board Agenda Order Policy Changes: discussion about switching to have the lawsuits and legal agenda item near the end of the meeting as they often have closed sessions. Motion to approve the updates to the Agenda Order policy as presented (removing library minutes and MRF supervisors report) and switch items 13 and 14, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

D. Town Administrator Hiring Process: the job posting for Town Administrator will be reposted as the final candidate from the last round withdrew their application. The whole process

will begin again in early January and hopefully have a hiring in April so the current Town Board will be involved in the process.

VI. Minutes

A. Regular Town Board Meeting November 10, 2020: two small typos to correct; not instead of no in item IX and by not my in item X. D.

B. Special Town Board Meeting November 11, 2020

C. Special Town Board Meeting November 14, 2020

D. Special Town Board Meeting November 18, 2020

E. Special Town Board Meeting November 19, 2020

Motion to approve all five minutes, G. Carlson, S. Brenna, 5 Ayes, Motion Carried.

VII. Emergency Services

A. Ambulance Director's Report: Report prepared by Cindy Dalzell for November 2020 placed on file by Unanimous Consent.

B. Joint Powers Agreement between Ashland County and the Town of La Pointe: for all 911 Emergency Services: Motion to approve having the Town Chair sign the agreement, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

C. Updates on Construction of Emergency Services Building: Things are going well.

D. Change Order #1 with Midland Services for Installation of Propane Tanks for the Emergency Services Building: Motion to approve the change order for \$511.60, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

E. Sale of 2007 Lifeline Ambulance E450: the ambulance is currently with Pomasl who will broker the sale as it is in good condition and still usable as an ambulance. Motion to approve selling the 2007 Lifeline Ambulance, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

F. MMC Community Support Grant Application for Emergency Services Health and Wellness Program Purchase for a treadmill. Motion to approve the grant application for \$1,945.50, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

G. Recommendation for a \$1,000 Bonus for Berghammer: Motion to approve the bonus, G. Carlson/ S. Brenna, 5 Ayes, Motion Carried.

H. Contract with Charlie's Locksmith Service LLC for Card Reader/Access System for the Emergency Services Building: contract for \$11,000 will provide key fobs emergency services personnel. Discussion on having one door with a push button code entry as well. Motion to approve the contract, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

VIII. Police Department

A. Citizen Request to Park on Bell Street: Both W. Defoe and B. Schram are not in favor of granting the request. Motion by G. Carlson to table indefinitely but further discussion on taking action. Motion to deny the request for an ordinance change for parking on Bell Street, G. Carlson/ J. Carlson, 5 Ayes, Motion Carried.

B. Police Department Staffing and Budget: Discussion with W. Defoe on keeping a reduced budget for now but revisiting it before summer or when Covid allows for activity to pick up.

IX. Public Comment B:** G. Carlson noticed the second typo in the November 10th minutes.

X. Lawsuits & Legal Issues

A. William Defoe vs. Town of La Pointe, Case No. 19CV57: Nothing at this time.

B. Kevin Wiggins Wisconsin Equal Rights Division Case No. CR202001411: Nothing at this time.

III. Public Works

E. Town Dock

Motion to go into closed session to talk with the attorney on items 1, 2, 3, M. Anderson/ S. Brenna, 5 Ayes, Motion Carried.

Motion to return to open session, S. Brenna, J. Carlson, 5 Ayes, Motion Carried.

1. SmithGroup Billing Discrepancies for Dock Project ***: Motion to table (and also table items 4 and 5), S. Brenna, G. Carlson, 5 Ayes, Motion Carried.

2. Change Order #4 with Wren Works ***: Motion to approve the outstanding issues with WrenWorks as detailed in the 11/24/2020 12:26pm email from Attorney Max Lindsey (includes both the change order issue as well as the certificate of substantial completion), J. Patterson/ S. Brenna, 5 Ayes, Motion Carried.

3. Certificate of Substantial Completion for Dock Project***: see above

***The Town Board may go into closed session during the meeting for the purpose of conferring with legal counsel with respect to litigation in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(g). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

4. Town Dock Leases: tabled in previous motion.

This meeting may, upon duly made motion, be convened in closed session under State Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. If the Town goes into closed session, it will reconvene in open session before adjourning.

5. Dock Lease with Nelson Construction: tabled in previous motion.

XI. New Agenda Items for Future Meetings: Sexton contract, fee schedule

XII. Adjourn: Motion to adjourn, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried. Adjourned at 6:40pm.

Submitted by Micaela Montagne, Town Clerk.



LA POINTE POLICE DEPARTMENT

MADELINE ISLAND
270 MAIN STREET
LA POINTE, WISCONSIN 54850

PHONE: (715) 747-6913
FAX: (715) 747-3096
police@townoflapointewi.gov

(S) TB, Lisa, Dana, Micaela, Dill, Public

To: Town Board

From: William Defoe

Date: 12/1/2020

Re: Monthly Police Report for December 2020

During the month of November 2020, the La Pointe Police responded to the following:

59	Incidents/Complaints (calls for service)
15	Citizen Assists
0	Accidents
0	Civil Process
0	False Alarm
1	Call out
1	Animal Calls
0	Parking Citations

Welcome to the winter months, we have not seen many people around the island the past week, calls for service are down but that is to be expected. We are already speculating on an ice road and the possibilities thereof.

Deer hunting season went off without a hitch, there was only one trespassing complaint that came in and no emergency calls for lost or hurt hunters. Speaking of hunters, we appear to have been down in active hunters this year, unlike the mainland that had a significant increase. We also did not see many deer harvested this year.

December 18, 2020 through Jan 1, 2021, we will be participating in the national campaign Driver Sober Get Pulled over. Officers will be out looking to enforce drinking and driving, with the taverns closed, we hopefully will not have any. But we will be out looking non the less. Please if you drink this holiday season, get a ride.

If there are any questions or wish to discuss things within the department, please feel free to come talk to me.

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(5)TB, Lisa, Barb, Micaula,
Public

TO: Town Board

FROM: Lisa Potswald

RE: Wisconsin Service Award Program Update and Contribution

DATE: November 30, 2020

Each year the Town Board must approve the amount the Town will match the state's contribution to the the Wisconsin Service Award Program for Fire/EMS volunteers. These funds go into an account for each volunteer that is managed by Glatfelter. Below are the approved amounts from 2018 and 2019, and the amount the Town can contribute up to in 2020:

2018 = \$390.00

2019 = \$405.60

2020 = \$414.90

The Town Board can authorize a contribution of up to, or less than, \$414.90 per volunteer for 2020.

Please let me know if you have any questions.

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NOV 30 2020

Initial: dg



TOWN OF LA POINTE
MADELINE ISLAND

P.O. Box 270

LA POINTE, WISCONSIN 54850

(5) TB, Lisa, Barb, Micaela,
Bill, Amb, Rick, Public

PHONE: 715-747-6914

FAX: 715-747-6654

administrator@townoflapointewi.gov

www.townoflapointewi.gov

December 8, 2020

Jason Douglas
President/CEO
Memorial Medical Center
1615 Maple Lane
Ashland, WI 54806

Dear Mr. Douglas,

On behalf of the Town of La Pointe Board of Supervisors and the Town's police department, fire departments and ambulance services, I want to thank you and Memorial Medical Center very much for the kind and generous donation of \$1,945.50 to be used toward the purchase of a NordicTrack Commercial Treadmill.

The Town's new Emergency Services Building is in the final stages of construction and includes an exercise room for police, fire and ambulance staff to improve and maintain healthy lifestyles through exercise. The treadmill was selected after much research and will provide staff with many opportunities and options for year-round exercise.

Thank you again for your generosity and support of the Town of La Pointe. Memorial Medical Center will be added to the current list of donors for the Emergency Services Building, which will be published in the Island Gazette and memorialized on a plaque to be placed in the new building.

Sincerely,

Jim Patterson
Town Board Chair

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DEC 4 2020

Initial: dg



TOWN OF LA POINTE
MADELINE ISLAND

P.O. Box 270

LA POINTE, WISCONSIN 54850

(5) TB, Lisa, Barb, Micaela,
Fire, Public

PHONE: 715-747-6914

FAX: 715-747-6654

administrator@townoflapointewi.gov

www.townoflapointewi.gov

Occupancy Certificate For Emergency Services Building Equipment Bays

It is requested that an inspection be made and a conditional Occupancy Certificate be issued for the structure (Emergency Services Building (ESB)), built at 320 Big Bay Road, La Pointe, WI 54850 on or after (date) December 11, 2020 to consider occupancy for the equipment bay areas of the structure by the last week in December 2020. The purpose of this request is to move Fire Department equipment to the new structure from the SRE building so that snow removal equipment can be stored in a heated garage in preparation for winter snow removal.

Occupancy of the ESB equipment bays is determined on the following conditions:

- The fire suppression system will not be up and running due to the system pump was delivered damaged and must be replaced.
- The fire alarm system installed by ESC Systems Company will be operational and will be monitored.
- The only personnel allowed in the bays on a regular basis are the construction workers from the general contractor and subcontracted firms. No one will sleep in the building or enter the building at any time without permission in advance from the Project Manager unless responding to a dispatched fire call.
- Every Fire Department member must participate in a safety program training regarding entry/exit or cannot enter the building to respond to a dispatched fire call until after full occupancy is approved by the Building Inspector.

Representatives signing this document agree to the conditions as explained above.

Town of La Pointe Board of Supervisors

Town of La Pointe Fire Inspector

Jim Patterson, Town Board Chair

Fire Chief Rick Reichkitzer, Fire Inspector

Date

Date

Town of La Pointe Building Inspector

James Price, Building Inspector

Date

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Initial dg from Lisa

TRAINING REQUIRED FOR TOWN OF LA POINTE FIRE DEPARTMENT VOLUNTEERS

December 8, 2020

This training is required as a condition of the Occupancy Certificate to be considered by the Town Board on December 8, 2020. If approved by the Fire Inspector, the Building Inspector will conduct an inspection of the structure and consider issuing a **Conditional Occupancy**.

1. This training is required in advance of ANY MEMBER OF THE LA POINTE FIRE DEPARTMENT prior to entering the building for the first time.

- Where personal vehicles should be parked when responding to a fire call.
- Which door to use to enter the building and the code for entering the building.
- How to turn off the fire alarm system.
- How to turn on the lights in the equipment bays.
- What equipment is located where – a copy of a map of each piece of equipment will be provided to each member.
- Where the keys for each piece of equipment are located.
- Where firefighting gear is located.
- How to open the equipment bay doors – where the door equipment is located and what actions will open and close the doors.
- How to safely pull the equipment out of the bays – what to be aware of.
- How to open the equipment bay doors when returning from a call.
- How and where to park equipment in the bays when returning from a call.
- Complete the following checklist of the following before/when exiting the building:
 - All equipment is parked in the correct location and fully turned off
 - All gear is placed in the appropriate locations
 - All keys are in the appropriate location
 - All equipment bay doors are fully closed
 - All lights are turned off
 - Fire alarm system is activated
 - All doors are secure

2. Under this conditional occupancy, no one is allowed in any area of the Emergency Services Building outside of the equipment bay at any time.

3. No one will enter the equipment bays at any time unless receiving permission in advance from the Project Manager or when summoned by a dispatched fire call.

I understand my responsibilities as stated above.

Print Name

Signature

Date

(5) TB, Lisa, Barb, Michaela,
Public

CONTRACT FOR SERVICES

This contract for services is made and entered into between the Town of La Pointe in Ashland County, Wisconsin, (the "Town of La Pointe") and Duet Resource Group/DJML, (the "Contractor").

RECITALS

WHEREAS, the Town of La Pointe desires to obtain the services described herein; and

WHEREAS, the Contractor represents to the Town of La Pointe that it has the expertise, knowledge and experience necessary to properly perform this contract according to its terms and that it is ready, willing and able to do so,

NOW, THEREFORE, in exchange for the valuable consideration set forth herein, the Town of La Pointe and the Contractor hereby agree as follows:

1. **Description of Services.** The Contractor will, in accordance with the terms and provisions set forth herein, provide the Town of La Pointe with the following services:

Purchase and Installation of furniture as described in Exhibit A. Freight and delivery included.

Such services will be provided at:

Town of La Pointe Emergency Services Building, 320 Big Bay Road, La Pointe, WI

2. **Payment.** In exchange for the Contractor providing the Town of La Pointe with the services described herein, the Town of La Pointe will pay the Contractor the sum of up to \$ 39,990.55 as follows:

Upon submission of invoice.

The total amount payable by the Town of La Pointe to the Contractor for services under this contract shall, in no event, exceed \$ 39,990.55.

3. **Dates of Service.** The services provided for herein shall be provided between December 8, 2020 and May 1, 2021.

4. **Reimbursement for Expenses.** The Contractor shall bear most of the costs and expenses under the terms of this Contract. However, in addition to the aforesaid payment for services, the Town of La Pointe will also reimburse the Contractor for the following actual, reasonable out-of-pocket expenses incurred in connection with performing this Contract: N/A

5. **Specifications.** The specifications for the services to be provided by the Contractor to the Town of La Pointe are set forth in the annexed Exhibit A which are incorporated herein by reference as a part of this Contract.

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6. **Workmanlike Manner.** The services provided by the Contractor shall be provided in a workmanlike manner consistent with the terms and provisions of this contract.

7. **Warranty.** The Contractor warrants that:

- a) All services it provides pursuant to this contract will be performed in accordance with all applicable federal, state and local laws, rules, regulations, codes and ordinances; and
- b) Any project or work of improvement the Contractor works on pursuant to this contract will comply when it is completed with all applicable federal, state and local laws, rules, regulations, codes and ordinances; and
- c) In the event it is determined that the Contractor has breached this warranty, the Contractor will promptly, upon being notified of such breach, immediately correct and cure the breach.

8. **Compliance with Regulations.** Within five (5) business days after this contract has been signed by the Contractor, the Contractor will provide the Town of La Pointe with a legible copy of each license, certificate and permit which has been issued to the Contractor evidencing that the Contractor is authorized by law to provide the services described in this contract. Compliance with this provision is a condition precedent to the performance of this contract.

9. **Assumption of Liability.** Each party to this contract accepts and assumes and shall be liable and responsible for any and all damages, injuries, deaths, losses, costs, expenses, fees and charges caused by the acts, omissions and negligence of its own directors, officers, members, employees, agents and representatives and any subcontractors and shall protect, defend and hold the other party to this agreement harmless from the same.

Neither party to this contract shall be liable or responsible for the negligence, acts or omissions of the other party or the other party's directors, officers, members, employees, agents or representatives.

10. **Hold Harmless.** The Contractor covenants that it will protect, defend, indemnify and hold the Town of La Pointe harmless from and against any and all claims, actions and causes of action filed or asserted by any person, entity, governmental unit or department against the Town of La Pointe or its supervisors, officers, employees, agents or representatives, for any damages, injury, death, losses, costs, expenses and fees or charges associated with, related to or arising from any occurrence, accident or incident caused by any negligence, act or omission of the Contractor or its officers, members, employees, agents or representatives in connection with this contract and its performance.

11. **Relationship Between Town of La Pointe and Contractor.** With respect to this contract, the Contractor shall be an independent contractor in regard to the Town of La Pointe and not an employee of the Town of La Pointe. As such, the Contractor shall, in accordance with §102.07(8)(b) Wisconsin Statutes:

- a) Maintain its business separate and apart from the Town of La Pointe.

- b) Hold a Federal Employer Identification Number for its business or else file a self-employment income tax return with the IRS reflecting its status.
- c) Control the means of performing this contract.
- d) Incur the main expenses related to the services provided under this contract.
- e) Be responsible for the satisfactory completion of the services provided for herein and be liable for a failure to complete the work or service specified herein.
- f) Receive the compensation provided for herein on the basis provided for herein.
- g) Realize a profit or suffer a loss under this contract, depending on how the Contractor performs.
- h) Have continuing reoccurring business liabilities and obligations.
- i) Operate a business, the success or failure of which depends on the relationship between business receipts and expenditures.

12. Proof of Insurance. Within five (5) business days after signing this contract, the Contractor shall file with the Town of La Pointe Clerk written documentation establishing that the Contractor has in effect the following types and amounts of insurance coverage:

- a) Worker's compensation insurance of at least \$500,000 each accident.
- b) Commercial liability insurance with limits of at least \$1,000,000 per occurrence/\$1,000,000 aggregate.
- c) Comprehensive automobile liability insurance of at least \$1,000,000 per occurrence/\$1,000,000 aggregate.
- d) The Town of La Pointe must be listed as additional insured.

NOTE: Proof of insurance is waived for the Contractor.

13. Default; Termination. In the event of a default by either party in the performance of an obligation under this contract which continues for a period of twenty (20) days following written notice thereof to the party in default, the other party to this contract may terminate this contract by written notice to the party in default.

14. No Assignment. Neither party to this contract may assign their rights or obligations under this contract to another, in whole or in part, without prior written consent of the other party. Any assignment or attempted assignment in violation of this provision shall be null and void.

15. Applicable Law; Venue. This contract shall be interpreted under the laws of the State of Wisconsin. Any suit or proceeding relating to this contract shall be venued in Ashland County, Wisconsin.

16. Entire Agreement; Amendment. This contract sets forth the entire understanding and agreement between the parties relating to the subject of this contract and supersedes and replaces any prior discussions, negotiations and agreements, oral or written. This contract may be amended only by a writing signed by the undersigned.

17. **Binding Contract.** Each of the undersigned states they have read this contract in its entirety, that they understand each of its terms and provisions and that they sign the same freely and voluntarily, intending to be legally bound hereby.

18. **Notice.** Any notice to either party under this contract shall be in writing and be served either personally or by registered or certified mail addressed as follows:

To the Town of La Pointe:

Town Administrator
Town of La Pointe
PO Box 270
La Pointe, WI. 54850
administrator@townoflapointewi.gov

To the Contractor:

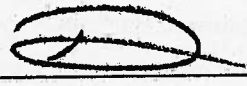
Duet Resource Group/DJMI
224 South 1st St.
Milwaukee, WI 53204
(800) 480-2759

IN WITNESS WHEREOF, the undersigned have executed this agreement this 3rd day of December, 2020.

The Town of La Pointe

Full Legal Name of Contractor

Signature: _____

Signature:  _____

Printed Name: _____

Printed Name: DAVID J. MATUK

Title: _____

Title: 12/2/20

EXHIBIT A



QUOTATION: 20TLB-451524/C

Town of LaPointe: Emergency Services Building

CREATED: 10/5/2020 | REVISED: 12/3/2020 | Valid Through: 1/3/2021



Town of LaPointe: Emergency Services Building

We are pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 20TLB-451524/C

CREATED 10/5/2020 | REVISED 12/3/2020 | Valid Through 1/3/2021

PRODUCT TOTALS	\$38,990.55
See Quote Detail Summary	\$1,000.00
GRAND TOTAL	\$39,990.55

Requested Delivery Date:

To be Determined

Sold To
To be Determined

End User
Town of LaPointe
Attn: Lisa Potswald
Town Hall-E-240 Big Bay Rd PO Box 267
LaPointe, WI 54850
P. (715) 747-6913

Ship To
To be Determined

Installation
To be Determined

Sales Team:

Kyle Elsemore
Sales Specialist
kyle.elsemore@duetresourcegroup.com
414.273.3838



Tricia Berg
Inside Sales
tricia.berg@ki.com
(800) 480-2759



Client Notes:
Freight included
Installation included



QUOTATION

CREATED 10/5/2020
VALID THROUGH 1/3/2021
Prepared By Kyle Elsemore
Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Description: Day Room					
1.1	AR/NC	2	\$1,636.80	\$3,273.60	
	 Affina Recliner, Closed Arm, Non-Contrast Upholstery Grade/Color Compliance to TB 117-2013 /NFR Affina Fabric NFR Fabric Grade G Fabric TECH TECH INDIGO /27.300.074.P Armcap Option Wood armcaps (standard) /WAC Wood Armcap Finish Wood finish-Core Core Wood Finish Color-Core Kensington Maple on Maple /MMA Magazine Pouch No magazine pouch /NMR I.V. Pole/Catheter Bag No pole /NS Catheter Attachment No catheter attachment /NCA Moisture Barrier No Moisture Barrier /NMB Mechanism Type Standard mechanism /SM Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
1.2	9705	1	\$606.10	\$606.10	
	 Affina Rectangular End Table, 22"H, Laminate Top, 20x24" Wood Finish Color Wood finish-Core Core Wood Finish Color-Core Kensington Maple on Maple /MMA Laminates Ki Laminates Standard Ki Laminates KENSINGTON MAPLE 10776-80 /LKM Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
Description: Day Room				WorkGroup Product Subtotal	\$3,879.70

QUOTATION

CREATED 10/5/2020
 VALID THROUGH 1/3/2021
 Prepared By Kyle Elsemore
 Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Description: Kitchenette							
2.1	PIFXSQ36-74P	Pirouette, Square, Fixed, 36x36", 29H, 74P Edge	1		\$440.00	\$440.00	
		Edge Color Kensington Maple edge /EKM Grommet/PowerUp Option No grommets/No PowerUp/No wire management /NNN Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates KENSINGTON MAPLE 10776-60 /LKM Leg Finish Chrome /CH Casters/Glides 4 black glides /4GB Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
2.2	SSCAU	Strive Sled Base Cantilever Arm Chair, Uph Seat	2		\$240.90	\$481.80	
		Frame Color Chrome /CH Glide Option Black plastic glides /GBL Upholstery Grade/Color Compliance to TB 117-2013 /NFR Upholstery Grade/Color Pallas Fabric Group P0 GRPP0 P0 Fabric TECH TECH TECH INDIGO /27.300.074.P Poly Seat & Back Color No Fire Retardant -NFR Poly Seat & Back Color Nordic /PND Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
Description: Kitchenette						WorkGroup Product Subtotal	\$921.80




QUOTATION

CREATED 10/5/2020
 VALID THROUGH 1/3/2021
 Prepared By Kyle Elsemore
 Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Description: Police Dorm					
3.1	MFBEZZA771-M01 RT London MFS Twin Bed Upper	1	\$574.20	\$574.20	
	No Image Available				
	Lead Time not available for calculation				
3.2	MFBEZZA772-M01 RT London Full Bed Lower	1	\$876.60	\$876.60	
	No Image Available				
	Lead Time not available for calculation				
3.3	MFGR1X0148-Y YNMM01 RT London MFS Guard Rail	1	\$193.80	\$193.80	
	No Image Available				
	Lead Time not available for calculation				
3.4	MTQUCS3680 RT London MATTRESS - Quilted Chiro Support-2 Sided - Twin XL - 80"D x 36"W x 13"H	1	\$683.40	\$683.40	
	No Image Available				
	Lead Time not available for calculation				
3.5	New Line RT London MATTRESS - Quilted Chiro Support-2 Sided - Full XL Size - 80"D x 54"W x 13"H	1	\$729.60	\$729.60	
	No Image Available				
	Lead Time not available for calculation				
3.6	DBCOP-LM9 Dante Bedside Cabinet, 1 Drawer/Open, Plinth Base, Lam Top 1" Thick Half Bullnose (LM9)	1	\$418.55	\$418.55	
	LM9 Surface Finish				
	Vertical Surface Laminate				
	Lock Option				
	Pull Option				
	Pull Finish				
	Price Description: Delivered/Open Market				
	Lead Time: 7 - 9 Weeks; Ships from TEUTOPOLIS, IL				
	Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
Description: Police Dorm				WorkGroup Product Subtotal	\$3,476.15






QUOTATION

CREATED 10/5/2020
VALID THROUGH 1/3/2021
Prepared By Kyle Elsmore
Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Description: Training Room					
4.1	PINR2472T-74P	14	\$689.15	\$9,648.10	
	 Pirouette, Nesting Training, Rectangular, 24x72", 74P Edge Edge Color Sterling Ash edge /EAZ Grommet/PowerUp Option No Grommets, PowerUp or Wire /NNN Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates STERLING ASH 7995-38 /LAZ Leg Finish Chrome /CH Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
4.2	SSCAU	34	\$221.10	\$7,517.40	
	 Strive Sled Base Cantilever Arm Chair, Uph Seat Frame Color Chrome /CH Glide Option No glides /NG Upholstery Grade/Color Compliance to TB 117-2013 /NFR Upholstery Grade/Color Pallas Fabric Group P0 GRPP0 P0 Fabric TECH TECH TECH INDIGO /27.300.074.P Poly Seat & Back Color No Fire Retardant -NFR Poly Seat & Back Color Nordic /PND Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
4.3	SCDA.BL	3	\$248.60	\$745.80	
	 Strive Chair Transport Dolly Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
Description: Training Room				WorkGroup Product Subtotal	\$17,911.30

QUOTATION

CREATED 10/5/2020
VALID THROUGH 1/3/2021
Prepared By Kyle Elsmore
Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Description: EMS REPORT					
5.1	KDP7236G.H	2	\$1,152.80	\$2,305.60	
	 Aristotle Double Ped Desk, Full MP, 1 FF & 1 BBF Ped, 72x36" Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (5) /RCP5 Key Option Key standard - 2 locks /KS Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BRAMPTON, ON Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
5.2	KOSD7243.H	2	\$829.95	\$1,659.90	
	 Aristotle Overhead w/Sliding Acrylic Door, 72x16Dx43"H Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM Cutaway Gable Option No Cutaway gable (standard) /CGN Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BRAMPTON, ON Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
5.3	KTK7224 S20288639	2	\$259.60	\$519.20	
	*Modified-Aristotle Tackboard For 43" Overhead, 68x3/4Dx24"H Fabric Selection Pallas Vertical Fabric Grade PV2 GRPV2 PV2 Fabric NA NA Finish - Fabric Non-Standard Pallas Popcorn Blue Cheese - railroaded *Modified Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
5.4	LEDTK.44.SGL.GN	2	\$114.40	\$228.80	
	 Single Shelf/Cabinet LED Task Light, 44"W, for 54" and Larger Overhead/Shelf Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
5.5	PIFXSQ30-74P	1	\$392.15	\$392.15	
	 Pirouette, Square, Fixed, 30x30", 29H, 74P Edge Edge Color Kensington Maple edge /EKM Grommet/PowerUp Option No grommets/No PowerUp/No wire management /NNN Modesty Panel No modesty panel /NMP Laminate KI Laminates Standard KI Laminates KENSINGTON MAPLE 10776-60 /LKM Leg Finish Chrome /CH Casters/Glides 4 black glides /4GB Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				
5.6	SSCAU	2	\$221.10	\$442.20	
	 Strive Sled Base Cantilever Arm Chair, Uph Seat Frame Color Chrome /CH Glide Option No glides /NG Upholstery Grade/Color Compliance to TB 117-2013 /NFR Upholstery Grade/Color Pallas Fabric Group P0 GRPP0 P0 Fabric TECH TECH TECH INDIGO /27.300.074 P Poly Seat & Back Color No Fire Retardant -NFR Poly Seat & Back Color Nordic /PND Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.				






QUOTATION

CREATED 10/5/2020
VALID THROUGH 1/3/2021
Prepared By Kyle Elsemore
Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
5.7	3615-CR13-PCB-STT8 OFS Genus Task Chair - Deep Blue Mesh Back - Flora Pitch -SS3-ALB5-FCA-W48- X9-MDB - Flora Pitch No Image Available Lead Time not available for calculation	2	\$468.00	\$936.00	
Description: EMS REPORT				WorkGroup Product Subtotal	\$6,483.85

QUOTATION

CREATED 10/5/2020
VALID THROUGH 1/3/2021
Prepared By Kyle Elsemore
Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Description: Fire Watch							
6.1	KDP6630G.H	Aristotle Double Ped Desk, Full MP, 1 FF & 1 BBF Ped, 66x30"	2		\$1,102.75	\$2,205.50	
		Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM File Pull Rectangular silver pull (5) /RCP5 Key Option Key alike - 2 locks (Note room numbers on order) /KA					
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BRAMPTON, ON Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
6.2	KOSD6643.H	Aristotle Overhead w/Sliding Acrylic Door, 66x16Dx43"H	2		\$805.20	\$1,610.40	
		Laminate (Horizontal) Kensington Maple /LKM Laminate Base (Vertical) Kensington Maple /LBKM Cutaway Gable Option No Cutaway gable (standard) /CGN					
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BRAMPTON, ON Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
6.3	KTK6624 S20288641	*Modified-Aristotle Tackboard For 43" Overhead, 62x3/4Dx24"H	2		\$251.35	\$502.70	
		Fabric Selection Pallas Vertical Fabric Grade PV2 GRPV2 PV2 Fabric NA NA Finish - Fabric Non-Standard Pallas Popcorn Blue Cheese - railroaded *Modified					
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
6.4	LEDTK.44.SGL.GN	Single Shelf/Cabinet LED Task Light, 44"W, for 54" and Larger Overhead/Shelf	2		\$114.40	\$228.80	
							
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
6.5	PIFXSQ30-74P	Pirouette, Square, Fixed, 30x30", 29H, 74P Edge	1		\$392.15	\$392.15	
		Edge Color Kensington Maple edge /EKM Grommet/PowerUp Option No grommets/No PowerUp/No wire management /NIN Modesty Panel No modesty panel /NMP Laminate KI Laminates Standard KI Laminates KENSINGTON MAPLE 10776-60 /LKM Leg Finish Chrome /CH Casters/Glides 4 black glides /4GB					
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					
6.6	SSCAU	Strive Sled Base Cantilever Arm Chair, Uph Seat	2		\$221.10	\$442.20	
		Frame Color Chrome /CH Glide Option No glides /NG Upholstery Grade/Color Compliance to TB 117-2013 /NFR Upholstery Grade/Color Pallas Fabric Group P0 GRPP0 P0 Fabric TECH TECH TECH INDIGO /27.300.074.P Poly Seat & Back Color No Fire Retardant -NFR Poly Seat & Back Color Nordic /PND					
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 12/3/2020 and is subject to change.					

QUOTATION

CREATED 10/5/2020
VALID THROUGH 1/3/2021
Prepared By Kyle Elsmore
Quote Filename Town of LaPointe: Emergency Services Building - 20TLB-451524/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
6.7	3615-CR13-PCB-STT8 OFS Genus Task Chair - Scarlet Mesh Back - Flora Pitch -SS3-ALB5-FCA-W48- X9-MCR-Flora Pitch No Image Available Lead Time not available for calculation	2	\$468.00	\$936.00	
Description: Fire Watch				WorkGroup Product Subtotal	\$6,317.75

Quote Summary

Product SubTotal: \$38,990.55
Freight \$1,000.00
Estimated Sales Tax: See Notes
Quote Total: \$39,990.55

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or plastic color, laminate, grommet removal) matches that of the standard product. Modification to U.L. Listed products eliminates the listing. Product will not have U.L. Listing labels unless specifically spelled out on this quote.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

Shipping Location	MFG Lead Time Range
BONDUEL, WI	2 - 4 Weeks
BRAMPTON, ON	2 - 4 Weeks
GREEN BAY, WI	2 - 4 Weeks
HIGH POINT, NC	3 - 5 Weeks
MANITOWOC, WI	3 - 5 Weeks
TEUTOPOLIS, IL	7 - 9 Weeks
MISCELLANEOUS	Lead time could not be calculated

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI Ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.



Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Prepared by Kyle Elsemore
Market Code: 9=9=State/Local Gov't

Opportunity #: 451524

Quote Filename: Town of LaPointe: Emergency Services
Building - 20TLB-451524

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to:
Duet Resource Group/DJMI
224 South 1st St
Milwaukee WI 53204
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your Sales Representative.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received. Purchase orders on hold are not released to manufacturing or assigned a delivery date. Order lead times begin once the order is released to manufacturing.