



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: County Commission
FROM: Taylor Kaushagen
Date: November 28, 2023
Subject: Purchase of office furniture for Tax Equalization Office

Buildings and Grounds and the Tax Equalization Office are requesting \$19,279.02 to purchase office furniture for the remodeled Tax Equalization Office space. Quotes were received from the following:

<u>Company</u>	<u>Bid Amount</u>
Christiansons	\$17,782.70 (Quote does not include power sit to stand desk, task lights, or chairs)
Business Essentials	\$19,279.02
Inter Office	\$19,138.95 (Does not include furniture for additional office space)

The original bid submitted by Business Essentials was \$19,598.64, however, four chairs included in the original bid are not needed and will be removed from the purchase. Buildings and Grounds and Tax Equalization reviewed the submitted bids and Business Essentials was the bid that fit all the needs of the remodeled office at the lowest price. The Building Fund has \$55,000 to remodel the Tax Equalization Office space in 2023 and the project is expected to come in within the budgeted amount.

SUGGESTED MOTION: Authorize the purchase of furniture for the Tax Equalization Office in the amount of \$19,279.02 from Business Essentials with funds in the Building Fund.

bill to

PAUL FRACASSI
 CASS COUNTY
 211 9TH ST S
 DIRECTOR OF EQUALIZATION
 FARGO, ND 58103
 701 241-5617

ship to

PAUL FRACASSI
 CASS COUNTY
 211 9TH ST S
 DIRECTOR OF EQUALIZATION
 FARGO, ND 58103
 701 241-5617

date: 11/14/2023

project: ACCT 11734

Sales Rep Erik Larson **Quote Number** BE-01027 OPT 2 REC **ship complete**
delivery type **payment terms** **delivery team**

#	department	product number	description	qty	price	extended
CONFERENCE ROOM						
1		HTLA3672	Preside 72W x 36D Racetrack Shaped Laminate Top	1	\$282.84	\$282.84
		.G	2MM/Flat			
		.PINC	Edge: Pinnacle			
		.N	No Grommets			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
2		HTLP72	Preside Laminate Panel Base For 72" W Table Tops	1	\$261.45	\$261.45
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
3		HCT1MM	HON Mesh Mid-Back Task Chair	6	\$213.50	\$1,281.00
		.Y1	SimpleSynchro-Tilt w/SeatSlide			
		.A	Height and WidthAdjustable Arm			
		.H	Hard Casters			
		.M	Black Mesh Back			
		\$(1)	Gr 1 UPH			
		.CU	Centurion			
		10	Black			
		.AL	Adjustable Lumbar			
		.SB	Standard Base			
		.T	Black Frame Color			
Sub Total						\$1,825.29

OFFICES

4		HF23C	Lock Core Replacement Kit Brushed Chrome	2	\$16.94	\$33.88
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WEST FARGO

840 11th Avenue NE, West Fargo, ND 58078

MINNEAPOLIS

44 Northern Stacks Dr #120, Fridley, MN 55421

GRAND FORKS

610 S 19th St, Suite 4, Grand Forks, ND 58201



#	department	product number	description	qty	price	extended
		.X101E	KEY NUMBER: 101E			
5		HF23C	Lock Core Replacement Kit Brushed Chrome	2	\$16.94	\$33.88
		.X102E	KEY NUMBER: 102E			
6		HF23C	Lock Core Replacement Kit Brushed Chrome	2	\$16.94	\$33.88
		.X103E	KEY NUMBER: 103E			
7		HF23C	Lock Core Replacement Kit Brushed Chrome	2	\$16.94	\$33.88
		.X104E	KEY NUMBER: 104E			
8		HF23C	Lock Core Replacement Kit Brushed Chrome	2	\$16.94	\$33.88
		.X105E	KEY NUMBER: 105E			
9		PLTAP1566S	Acrylic Privacy Divider 66" (Must Specify Brackets)	3	\$106.20	\$318.60
10		PLTSDTMSI	Privacy Divider Bracket-Desk Mount Above or Below for Acrylic /Fabric Panel (Pair)	3	\$28.35	\$85.05
11		HWR2448P	Systems Rectangular Worksurface Edgeband 24D x 48W	1	\$135.52	\$135.52
		...	Skipped Option			
		...	Skipped Option			
		...	Skipped Option			
12		HWR2472P	Systems Rectangular Worksurface Edgeband 24D x 72W	1	\$176.96	\$176.96
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	EDGE: Pinnacle			
		.P	Grommet: Black			
13		HSDEP2429F	24'D End-Panel Supports: Freestanding	4	\$67.24	\$268.96
		\$(P1)	P1 Paint Opts			
		.P	Black			
14		HSDMP484	Half Hgt 14Hx48W Mod Pnl	1	\$68.55	\$68.55
		...	Skipped Option			
15		HSDMP724	Half Hgt 14Hx72W Mod Pnl	1	\$73.76	\$73.76
		\$(P1)	P1 Paint Opts			
		.P	Black			
16		HNL3648LL	48x15x35-1/4 Stack-on Storage lam lock drs	1	\$571.20	\$571.20
		...	Skipped Option			

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#	department	product number	description	qty	price	extended
		...	Skipped Option			
		...	Skipped Option			
17		HNL3672LL	72x15x35-1/4 Stack-on Storage lam lock drs	1	\$706.80	\$706.80
		.P	Finish: Black			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
18		H90053	10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure	1	\$130.00	\$130.00
		...	Skipped Option			
19		H90056	10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure	1	\$162.00	\$162.00
		\$(A)	Gr A Fab			
		.CU	Centurion			
		06	Indigo			
20		HSPSP281518FFM	28Hx15Wx18D Support Ped Plinth Mtl Front FF	2	\$254.51	\$509.02
		.BX	Recessed Plinth			
		.R	Radius			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		.X	Lock: Omit Lock			
21		PLTAP1566S	Acrylic Privacy Divider 66" (Must Specify Brackets)	2	\$106.20	\$212.40
22		PLTSDTMSI	Privacy Divider Bracket-Desk Mount Above or Below for Acrylic /Fabric Panel (Pair)	2	\$28.35	\$56.70
23		HWV95ABLP	Systems 72x48x24x30Left Corner Cove Worksurface Edgebd	2	\$270.51	\$541.02
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	EDGE: Pinnacle			
		.P	Grommet: Black			
24		HWR2436P	Systems Rectangular Worksurface Edgeband 24D x 36W	2	\$116.23	\$232.46
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	EDGE: Pinnacle			
		.P	Grommet: Black			

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#	department	product number	description	qty	price	extended
25		HIWMM	Ignition 2 Task Mid-back, ilira back	6	\$321.78	\$1,930.68
		.Y1	Syncho-Tilt W Seat Slider			
		.A	Height and Width Adj. Arm			
		.H	Hard Caster			
		.IM	4-Way Black			
		\$(1)	Gr 1 UPH			
		.CU	Centurion			
		10	Black			
		.BL	Black Adjustable Lumbar			
		.SB	Standard Base			
		.T	Black			
26		LLR 30953	Guest Chair, Mesh Back, w/Casters, 22-7/8"x 22-5/8"x 32-1/8", Black	10	\$184.64	\$1,846.40
27		HSPM211518BFM	21Hx15Wx18D Mob Ped Mtl Front BF	3	\$203.71	\$611.13
		.R	Radius			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		.X	Lock: Omit Lock			
28		HSPM211524BFM	21Hx15Wx24D Mob Ped Mtl Front BF	5	\$218.50	\$1,092.50
		.R	Radius			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		.X	Lock: Omit Lock			
29		HHN831124	Flat Bracket 24D	5	\$22.16	\$110.80
		.S	Charcoal			
30		SUM33	3 STAGE 3 LEG ADJUSTABLE BASE	5	\$540.65	\$2,703.25
		COLOR	BLACK			
31		HWR2442PN	DISC 12/31/22 Systems Rectangular Wksfc Edgeband 24D x 42W N	3	\$127.70	\$383.10
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	EDGE: Pinnacle			
32		HWR2472PN	Systems Rect Wksfc Edgeband 24D x 72W No Grom	3	\$176.96	\$530.88

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#	department	product number	description	qty	price	extended
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	EDGE: Pinnacle			

Sub Total

\$13,627.14

RECEPTION OPTION #2

33	HSGS6		Accomodate Set of Two Guest Chairs	1	\$410.99	\$410.99
		.F	Fixed			
		.E	Standard Nylon Glide			
		\$(1)	Gr 1 UPH			
		.HAML	Hamilton			
		20	Oxford			
		.CBK	Charblack			
34	HNLRC2442		42W x 24D Rectangle Worksurface	1	\$134.80	\$134.80
		.G	Smooth, Flat			
		PINC	Pinnacle			
		.P	Color: Black			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
35	HNLMP4228		42W x 27-7/8H Modesty / Back Panel	1	\$108.00	\$108.00
		.X	No Grommet			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
36	HNLEP1128		1-1/8Wx11-1/4Dx28-1/2H End Panels for 24D; 2pk	1	\$123.20	\$123.20
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
37	HLAM3772RD		72x36-3/4x44 Recpt Desk w/ Trans Cntr	1	\$728.40	\$728.40
		.G	Smooth, Flat			
		PINC	Pinnacle			
		.P	Color: Black			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		\$(L1STD)	Grd L1 Standard Laminates			
		.P	Black			
38	HNLEP2428L		1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	2	\$108.00	\$216.00
		.P	Color: Black			

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#	department	product number	description	qty	price	extended
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
39		HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	1	\$108.00	\$108.00
		.P	Color: Black			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
40		H90053	10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure	1	\$130.00	\$130.00
		\$(A)	Gr A Fab			
		.APN	FABRIC: Appoint			
		27	COLOR: Jet			
41		HSPM211524BFM	21Hx15Wx24D Mob Ped Mtl Front BF	2	\$218.50	\$437.00
		.R	Radius			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		\$(P1)	P1 Paint Opts			
		.P	Black			
		.X	Lock: Omit Lock			
42		HF23C	Lock Core Replacement Kit Brushed Chrome	2	\$16.42	\$32.84
		.X107E	KEY NUMBER: 107E			
43		HNL3648LL	48x15x35-1/4 Stack-on Storage lam lock drs	1	\$571.20	\$571.20
		.P	Finish: Black			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
44		HF27S	Satin Removable Lock Core Kit	1	\$18.00	\$18.00
		.X107E	KEY NUMBER: 107E			
45		HWR2448PN	DISC 12/31/22 Systems Rectangular Wksfc Edgeband 24D x 48W N	1	\$13.03	\$13.03
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	EDGE: Pinnacle			
46		H9190R	Flagship 42W 2-Drw "R" Pull Lateral Flagship 42W 28H 18D	1	\$604.75	\$604.75
		.X	Omt Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			

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#	department	product number	description	qty	price	extended
Sub Total						\$3,636.21
ZZ-LABOR						
47		LABOR	DELIVER AND INSTALL	1	\$510.00	\$510.00
Sub Total						\$510.00
total not including tax:						\$19,598.64

notes

Standard Terms and Conditions

Cancellations and or Changes

All special ordered products is non-cancellable and non-returnable or they may be subject to manufacturers minimum restocking charge, along with freight and handling fees as applicable. Stock delivery product may be returned if boxes are not opened.

Installation Terms and Conditions:

1. Unless otherwise specified, this transaction assumes non-union labor personnel working regular hours (Monday - Friday 8:00 am - 4:30 pm).
2. Installation assumes exclusive access to loading dock, freight elevator and receiving area on the floor being installed. Additional charges will be assessed for installations requiring product to be carried up stairs.
3. This proposal assumes no floor covering will be required in either the loading dock/receiving area or on the floor being installed.
4. All trash will be removed by Business Essentials Interiors.

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5. The area being installed must be clear and ready for furniture installation (i.e. any construction completed, any carpeting work completed, existing furniture removed). For furniture reconfigurations area must be prepped and ready (i.e. computers, cables and phone lines removed, files empty, etc.)
6. All products will be installed per manufacturer's specifications.
7. All products will be installed per plan. Any substantive changes will require the completion of a change order, and may include additional labor and/or product charges. Additional charges will be re-quoted and a purchase order modification or new purchase order may be required before work can be completed.
8. The installation foreman will conduct a walk-through with the client contact to develop a "punch list" of incomplete items. Punch list items include missing, damaged, or incorrect products that cannot be installed per the approved plan. Product additions or request changes should be noted on a separate "wish list." The job is complete if all products are installed per the approved plan.
9. Business Essentials Interiors is not responsible for providing an electrician to hardwire the systems furniture electrical power entry to the building power supply. This is the responsibility of the client's electrician.
10. Business Essentials Interiors is not responsible for running any telephone and/or computer wiring through the systems furniture raceway or for supplying data jacks in the individual workstations.
11. Business Essentials Interiors will work in conjunction with the telephone/computer cabling contractors. However, once the furniture installation is complete, all stations will be moved into their final position. If the stations cannot be moved into final position due to incomplete cabling or electrical work, moving the stations after that work is complete becomes the client's responsibility.
12. Business Essentials Interiors shall not be considered in default of any of its obligations under this Agreement to the extent that the performance thereof is delayed or rendered impossible by acts of God, war, civil commotion, fire, storm, flood, explosion, strikes, walkouts, other industrial disturbances, or any other cause which is beyond its reasonable control.
13. Direct shipments from the manufacturers do not include inside delivery. The client is responsible to arrange pick up from the client's receiving dock.
14. Business Essentials will hold product ordered for a MAXIMUM of 14 days after receipt of the product or quoted estimated delivery date. After 14 days transportaion and/or storage fees may apply.

approved by: _____ **date:** _____
 name

_____ **po:** _____
 title

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610 S 19th St, Suite 4, Grand Forks, ND 58201





Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

MEMORANDUM

TO: Cass County Commission

FROM: Jason Benson, County Engineer *JB*

DATE: November 28, 2023

SUBJECT: Consent Agenda Item for December 18, 2023 Cass County Commission.
Purchase of Ford 550 Chassis Truck

The 2023 budget includes the replacement of 2 550 chassis trucks. Due to production problems and availability issues, we were only able to order 1 of these trucks through the State of North Dakota contract. The price for this truck through the state contract is as follows:

Nelson Auto Center	Fergus Falls, MN	Ford 550	\$70,538.54
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SUGGESTED MOTION:

Move to approve the purchase of a 2024 Ford F-550 XL chassis for \$70,538.54 from Nelson Auto Center.



FLEET DEPARTMENT
2228 COLLEGE WAY, PO Box 338
FERGUS FALLS, MN 56538-0338
PHONE: 218-998-8865
TOLL FREE: 800-477-3013 EXT. 8865
mlarson@nelsonfleet.com

VEHICLE QUOTE NUMBER SSP18-11

Sold To: Cass County
Attn: Blaine Laaveg
Address: 1201 Main Ave W
 West Fargo, ND 58078

Date: 8/3/2023
Phone: 701-298-2377
FAX:

Salesperson: Melissa Larson
 0

Key Code:

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
SSP18-11	2024	Ford F-550 XL	4WD Crew Cab 179"WF Color: TBD	New	

Price of Vehicle:	Per ND Spec: SSP18-11	\$67,468.80
Options & Extras:		\$3,069.74
872 Backup Camera and Kit		\$388.31
Increase to go from 60" CA to 84" CA		\$175.10
4S - 40/Console/40 Seating		\$575.77
Remove 1S - 40/20/40 Seating for Credit		(\$286.00)
Price to go from XL Trim to XLT Trim(including carpet)		\$2,216.56

Delivery Included

\$70,538.54

Trade - In:

Total Cash Price:

\$70,538.54

Terms: Net 30 days

Your Purchase Order #

Project #

377

Thanks for your business!

Ship To / Lessee / End User: Cass County
 Attn: Blaine Laaveg
 Highway Department
 Address: 1201 Main Ave W
 West Fargo, ND 58078

FAX:
 Phone: 701-298-2377
 email: laavegb@casscountynd.gov

Signed: Blaine Laaveg

Printed Name: Blaine Laaveg

Date: 8-9-23



Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

MEMORANDUM

TO: Cass County Commission

FROM: Jason Benson, County Engineer

A handwritten signature in blue ink, appearing to be "JB", is written over the name "Jason Benson" in the "FROM" field.

DATE: November 28, 2023

SUBJECT: Consent Agenda Item for December 18, 2023 Cass County Commission.
Purchase of Ford 550 Chassis Truck

The 2023 budget includes the replacement of 2 550 chassis trucks. Due to production problems and availability issues, we were only able to order 1 of these trucks through the State of North Dakota contract. We were able to find a local dealer that gave us government discounts and the price for this truck through Wallwork Truck Center is as follows:

Wallwork Truck Center	Fargo, ND	Ford 550	\$77,290.00
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SUGGESTED MOTION:

Move to approve the purchase of a 2024 Ford F-550 XLT chassis for \$77,290.00 from Wallwork Truck Center.



Preview Order 3082 - W5H 4x4 Crew Chas Cab DRW: Order Summary Time of Preview: 07/21/2023 14:36:55 Receipt: 7/21/2023

Dealership Name: Wallwork Truck Center

Sales Code : F58960


Dealer Rep.	TYLER STIEFEL	Type	Fleet	Vehicle Line	Superduty	Order Code	3082
Customer Name	CASS COUNTY	Priority Code	L1	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 CREW CHAS CAB DRW/179	\$62370	ENGINE BLOCK HEATER	\$100
179 INCH WHEELBASE	\$0	SKID PLATES	\$100
TOTAL BASE VEHICLE	\$62370	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	SNOW PLOW PREP PACKAGE	\$250
40/20/40 CLOTH SEAT	\$0	SPARE TIRE AND WHEEL	\$350
MEDIUM DARK SLATE	\$0	HIGH CAPACITY TRAILER TOW PKG	\$580
PREFERRED EQUIPMENT PKG.663A	\$0	JACK	\$0
.XLT TRIM	\$0	410 AMP ALTERNATOR	\$0
.AM/FM STEREO MP3/CLK	\$0	PAYLOAD PLUS PACKAGE UPGRADE	\$1155
6.7L POWER STROKE V8 DIESEL	\$9995	SPECIAL FLEET ACCOUNT CREDIT	\$0
10-SPEED AUTO TORQSHIFT	\$0	FUEL CHARGE	\$0
225/70R19.5G BSW ALL POSITION	\$0	PRICED DORA	\$0
4.30 RATIO LIMITED SLIP AXLE	\$395	ADVERTISING ASSESSMENT	\$0
19500# GVWR PACKAGE	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$77290
TOTAL			NA
			\$77290

ORDERING FIN: QO433 END USER FIN: QO433

Customer Name:
Customer Address:

Customer Email:
Customer Phone:


Customer Signature

Date

*This order has not been submitted to the order bank.
This is not an invoice.*