



## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

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### MEMORANDUM

TO: Cass County Commission

FROM: Tom Soucy, County Engineer 

DATE: February 25, 2024

SUBJECT: Consent Agenda Item for March 4<sup>th</sup>, 2024 Cass County Commission. Remainder of Needed Major Office Furniture Items for the Highway Department.

The Cass County Highway Department sent out a request for proposals for furniture last fall. The Highway Department budgeted \$175,000 for 2024 for this furniture. Three proposals were submitted, with the lowest proposal being from Business Essential at \$83,547.00. Expected delivery of this furniture will be in the first week of March 2024.

This additional proposal for \$22,451.11 completes the remaining major furniture items needed that were not included in the 2023 order.

**SUGGESTED MOTION:** Move to approve authorizing the Commission Chair to sign the proposal document with Business Essential for \$22,451.11.

J:\Admin-Eng\Commission Corrsp\2024 Commission Correspondence\Hwy Remodel\March 4th Mtg\Commission Consent Agenda - Furniture Contract - Business Essential 022524.docx

bill to

GENE GARTNER  
 CASS COUNTY HIGHWAY DEPARTMENT  
 1201 WEST MAIN AVE  
 WEST FARGO, ND 58078

ship to

GENE GARTNER  
 CASS COUNTY HIGHWAY DEPARTMENT  
 1201 WEST MAIN AVE  
 WEST FARGO, ND 58078

date: 2/26/2024  
 project: ACCT 11114

Sales Rep Erik Larson Quote Number BE-01267 ship complete  
 delivery type payment terms delivery team

#	department	product number	description	qty	price	extended
<b>11 MEETING TABLE</b>						
1		HBTRND42	42" Round Top	1	\$208.65	\$208.65
		.N	No Grommets			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
2		HBTTX30L	Seated height X-base for support of 42" tops	1	\$226.98	\$226.98
		\$(P1)	P1 Paint Opts			
		.CBK	Charblack			
<b>Sub Total</b>						<b>\$435.63</b>
<b>13 CHAIR MATS</b>						
3		508646	46X60 RECTANGLE BEVELED LOW PILE CARPET CHAIR MATS	23	\$37.50	\$862.50
<b>Sub Total</b>						<b>\$862.50</b>
<b>2 TASK CHAIR</b>						
4		HIWMM	Ignition 2 Task Mid-back, ilira back	4	\$348.40	\$1,393.60
		.Y1	Syncho-Tilt W Seat Slider			
		.A	Height and Width Adj. Arm			
		.H	Hard Caster			
		.IM	4-Way Black			
		\$(1)	Grd 1 UPH			
		.HAML	Hamilton			
		20	Oxford			
		.BL	Black Adjustable Lumbar			

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
		.SB	Standard Base			
		.T	Black			
<b>Sub Total</b>						<b>\$1,393.60</b>
<b>3 GUEST CHAIRS</b>						
5		LLR 30953	GUEST,MESH BACK,CASTERS,ARMS,BLK FABG	20	\$184.70	\$3,694.00
<b>Sub Total</b>						<b>\$3,694.00</b>
<b>3 SHELF BOOKCASE</b>						
6		HFSC183640W	Flagship Bookcase 3-shelf 36"W x 18"D x 39-1/8"H	1	\$456.69	\$456.69
		\$(P1)	P1 Paint Opts			
		.P	Black			
<b>Sub Total</b>						<b>\$456.69</b>
<b>4 DRAWER FILE</b>						
7		H214	210 Series Vertical File 4 Drawer Letter w/Lock	8	\$638.14	\$5,105.12
		.P	Lock			
		\$(P1)	P1 Paint Opts			
		.P	Black			
<b>Sub Total</b>						<b>\$5,105.12</b>
<b>OFFICE 126</b>						
8		SUM33	Summit - 3 leg, 3 stage, 3 motor height adjustable electric base	1	\$540.65	\$540.65
		SUM33_SIDE	Orientation			
		L	Left			
		72	72"			
		42	42"			
		FINISH	Finish Option			
		-B	Black			
9		HLSLZ5SC60	48"W External Stiffener	1	\$57.96	\$57.96
		.P	Black			
10		HSDG	Gussets (1 Pr)	1	\$43.18	\$43.18
		\$(P1)	P1 Paint Opts			
		.P	Black			
11		HHN831118	Flat Bracket 18D	1	\$23.65	\$23.65
		.S	Color: Charcoal			

WEST FARGO

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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
12		SPLH-SYST-JRWSPG	Custom Systems Jetty/Rudder Wksf Grmts & P Edge-RIGHT	1	\$415.53	\$415.53
		.M593905	Special "M" Number Required			
		.PINC	LAMINATE: Pinnacle			
		.PINC	EDGE: Pinnacle			
		.P	Grommet: Black			
		.X	Omit Cantilever			
13		HWR2460P	Systems Rectangular Worksurface Edgeband 24D x 60W	1	\$174.08	\$174.08
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
		.P	Black			
14		HWR3048P	Systems Rectangular Worksurface Edgeband 30D x 48W	1	\$159.23	\$159.23
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
		.P	Black			
15		HSDEP3029F	30"D End-Panel Supports: Freestanding	1	\$80.85	\$80.85
		\$(P1)	P1 Paint Opts			
		.P	Black			
16		HSDSL3029F	30"D Support Leg: Freestanding	1	\$86.08	\$86.08
		\$(P1)	P1 Paint Opts			
		.P	Black			
17		H105323K	10500 Series48x37 1/8 Stack-On Storage 3-Dr Locking ETA	1	\$483.00	\$483.00
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		PINC	Pinnacle			
18		H105853	10500 Series Back enclosure for 48"W Stack on Storage	1	\$112.56	\$112.56
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
19		H90053	10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure	1	\$139.44	\$139.44
		\$(A)	Grd A Fab			
		.APN	Appoint			
		27	Jet			
20		H19723R	Flagship Pedestal "R" Pull Freestanding B/B/F	1	\$270.88	\$270.88

WEST FARGO

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MINNEAPOLIS

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GRAND FORKS

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



#	department	product number	description	qty	price	extended
		.X	OMT Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			
21		H9190R	Flagship 42W 2-Drw "R" Pull Lateral Flagship 42W 28H 18D	1	\$659.10	\$659.10
		.X	OMT Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			

**Sub Total**

**\$3,246.19**

**OFFICE 127**

22		SUM33	Summit - 3 leg, 3 stage, 3 motor height adjustable electric base	1	\$540.65	\$540.65
		SUM33_SIDE	Orientation			
		R	Righth			
		72	72"			
		42	42"			
		FINISH	Finish Option			
		-B	Black			
23		HLSLZ5SC60	48"W External Stiffener	1	\$57.96	\$57.96
		.P	Black			
24		HSDG	Gussets (1 Pr)	1	\$43.18	\$43.18
		\$(P1)	P1 Paint Opts			
		.P	Black			
25		HHN831118	Flat Bracket 18D	1	\$23.65	\$23.65
		.S	Color: Charcoal			
26		SPLH-SYST-JRWSP	Custom Systems Jetty/Rudder Wksf Grmts & P Edge-LEFT	1	\$415.53	\$415.53
		.M593906	Special "M" Number Required			
		.PINC	LAMINATE:Pinnacle			
		.PINC	EDGE: Pinnacle			
		.P	Grommet: Black			
		.X	Omit Cantilever			
27		HWR2460P	Systems Rectangular Worksurface Edgeband 24D x 60W	1	\$174.08	\$174.08
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
		.P	Black			

**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
28		HWR3048P	Systems Rectangular Worksurface Edgeband 30D x 48W	1	\$159.23	\$159.23
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
		.P	Black			
29		HSDEP3029F	30"D End-Panel Supports: Freestanding	1	\$80.85	\$80.85
		\$(P1)	P1 Paint Opts			
		.P	Black			
30		HSDSL3029F	30"D Support Leg: Freestanding	1	\$86.08	\$86.08
		\$(P1)	P1 Paint Opts			
		.P	Black			
31		H105323K	10500 Series 48x37 1/8 Stack-On Storage 3-Dr Locking ETA	1	\$483.00	\$483.00
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		PINC	Pinnacle			
32		H105853	10500 Series Back enclosure for 48"W Stack on Storage	1	\$112.56	\$112.56
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
33		H90053	10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure	1	\$139.44	\$139.44
		\$(A)	Grd A Fab			
		.APN	Appoint			
		27	Jet			
34		H19723R	Flagship Pedestal "R" Pull Freestanding B/B/F	1	\$270.88	\$270.88
		.X	OMT Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			
35		H9190R	Flagship 42W 2-Drw "R" Pull Lateral Flagship 42W 28H 18D	1	\$659.10	\$659.10
		.X	OMT Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			

**Sub Total**

**\$3,246.19**

**OFFICE 129**

36		SUM33	Summit - 3 leg, 3 stage, 3 motor height adjustable electric base	1	\$540.65	\$540.65
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**GRAND FORKS**

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



#	department	product number	description	qty	price	extended
		SUM33_SIDE	Orientation			
		L	Left			
		72	72"			
		42	42"			
		FINISH	Finish Option			
		-B	Black			
37		HLSLZ5SC60	48"W External Stiffener	1	\$57.96	\$57.96
		.P	Black			
38		HSDG	Gussets (1 Pr)	1	\$43.18	\$43.18
		\$(P1)	P1 Paint Opts			
		.P	Black			
39		HHN831118	Flat Bracket 18D	1	\$23.65	\$23.65
		.S	Color: Charcoal			
40		SPLH-SYST-JRWSGP	Custom Systems Jetty/Rudder Wksf Grmts & P Edge-RIGHT	1	\$415.53	\$415.53
		.M593905	Special "M" Number Required			
		.PINC	LAMINATE: Pinnacle			
		.PINC	EDGE: Pinnacle			
		.P	Grommet: Black			
		.X	Omit Cantilever			
41		HWR2460P	Systems Rectangular Worksurface Edgeband 24D x 60W	1	\$174.08	\$174.08
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
		.P	Black			
42		HWR3048P	Systems Rectangular Worksurface Edgeband 30D x 48W	1	\$159.23	\$159.23
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PINC	Pinnacle			
		.P	Black			
43		HSDEP3029F	30"D End-Panel Supports: Freestanding	1	\$80.85	\$80.85
		\$(P1)	P1 Paint Opts			
		.P	Black			
44		HSDSL3029F	30"D Support Leg: Freestanding	1	\$86.08	\$86.08
		\$(P1)	P1 Paint Opts			
		.P	Black			

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#	department	product number	description	qty	price	extended
45		H105323K	10500 Series 48x37 1/8 Stack-On Storage 3-Dr Locking ETA	1	\$483.00	\$483.00
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		PINC	Pinnacle			
46		H105853	10500 Series Back enclosure for 48"W Stack on Storage	1	\$112.56	\$112.56
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
47		H90053	10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure	1	\$139.44	\$139.44
		\$(A)	Grd A Fab			
		.APN	Appoint			
		27	Jet			
48		H19723R	Flagship Pedestal "R" Pull Freestanding B/B/F	1	\$270.88	\$270.88
		.X	OMT Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			
49		H9190R	Flagship 42W 2-Drw "R" Pull Lateral Flagship 42W 28H 18D	1	\$659.10	\$659.10
		.X	OMT Core to Order Key Alike			
		\$(P1)	P1 Paint Opts			
		.P	Black			

**Sub Total** **\$3,246.19**

**ZZ-LABOR**

50	LABOR	DELIVERY AND INSTALL	1	\$765.00	\$765.00
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**Sub Total** **\$765.00**

**total not including tax:** **\$22,451.11**

**notes**

**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





## 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.
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 transportation and/or storage fees may apply.

approved by: \_\_\_\_\_ date: \_\_\_\_\_  
name

\_\_\_\_\_ po: \_\_\_\_\_  
title

**WEST FARGO**

840 11th Avenue NE, West Fargo, ND 58078

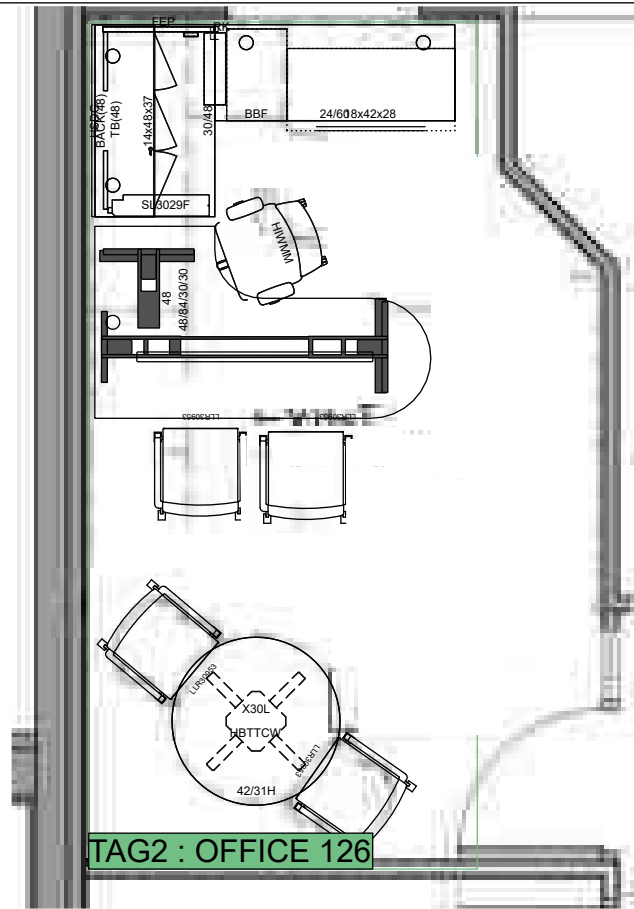
**MINNEAPOLIS**

44 Northern Stacks Dr #120, Fridley, MN 55421

**GRAND FORKS**

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





LAMINATE -  
PINNACLE



METAL  
PAINT -  
BLACK



TACKBOARD -  
APPOINT -  
JET



FABRIC -  
HAMILTON  
OXFORD

**CASS COUNTY HIGHWAY DEPARTMENT**

1201 WEST MAIN AVENUE  
WEST FARGO, ND 58078

CASS COUNTY HIGHWAY DEPARTMENT  
OFFICE 126

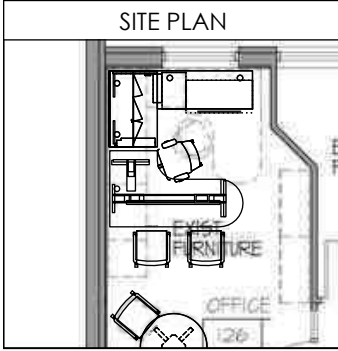
DESIGN:  
CLAUDIA MENDOZA

SALES:  
ERIK LARSON

BI #: BE-01267

DATE: 2/23/2024

SCALE: 1/4" = 1'



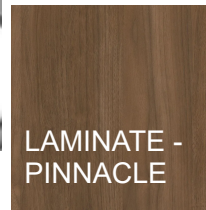
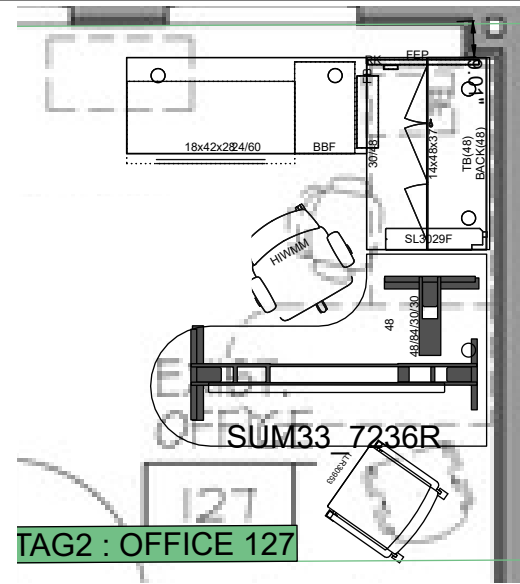
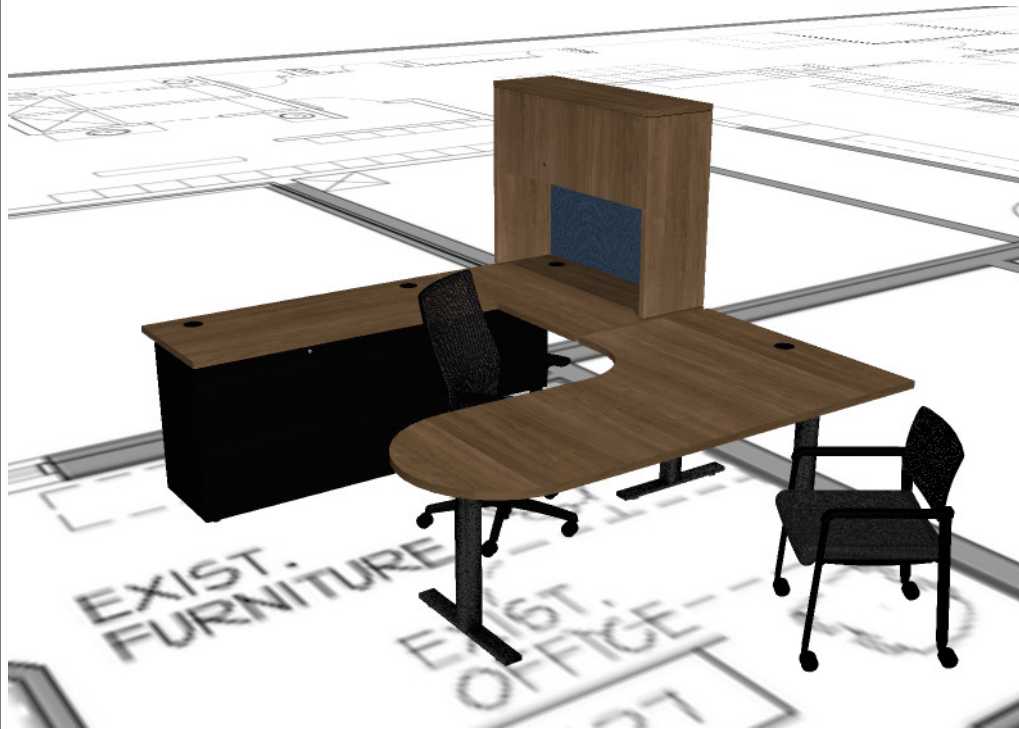
REVISIONS
1. 01/05/24
2. 01/23/24
3. 01/31/24

FINAL SIGN OFF:  
\_\_\_\_\_  
CUSTOMER SIGNATURE

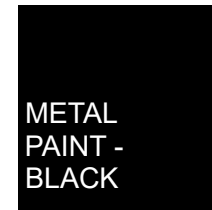


MINNEAPOLIS  
WEST FARGO  
GRAND FORKS

Business Essentials will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment. Field verification of site required prior to ordering furniture. The furniture selection and layout of this drawing are the property of Business Essentials and may not be distributed or conveyed to third parties without written permission from Business Essentials.



LAMINATE -  
PINNACLE



METAL  
PAINT -  
BLACK



TACKBOARD -  
APPOINT -  
JET



FABRIC -  
HAMILTON  
OXFORD

## CASS COUNTY HIGHWAY DEPARTMENT

1201 WEST MAIN AVENUE  
WEST FARGO, ND 58078

CASS COUNTY HIGHWAY DEPARTMENT  
OFFICE 127

DESIGN:  
CLAUDIA MENDOZA

SALES:  
ERIK LARSON

BI #: BE-01267

DATE: 2/23/2024

SCALE: 1/4" = 1'



### REVISIONS

1. 01/05/24
2. 01/23/24
3. 01/31/24

FINAL SIGN OFF:

\_\_\_\_\_  
CUSTOMER SIGNATURE



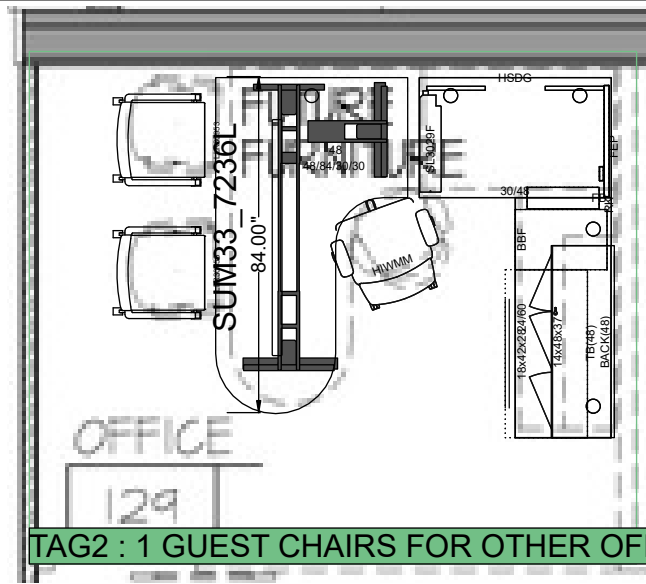
MINNEAPOLIS

WEST FARGO

GRAND FORKS

PAGE NO: 2/9

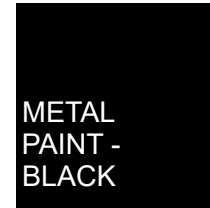
Business Essentials will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment. Field verification of site required prior to ordering furniture. The furniture selection and layout of this drawing are the property of Business Essentials and may not be distributed or conveyed to third parties without written permission from Business Essentials.



TAG2 : 1 GUEST CHAIRS FOR OTHER OFF



LAMINATE -  
PINNACLE



METAL  
PAINT -  
BLACK



TACKBOARD -  
APPOINT -  
JET



FABRIC -  
HAMILTON  
OXFORD

**CASS COUNTY HIGHWAY DEPARTMENT**

1201 WEST MAIN AVENUE  
WEST FARGO, ND 58078

CASS COUNTY HIGHWAY DEPARTMENT  
OFFICE 129

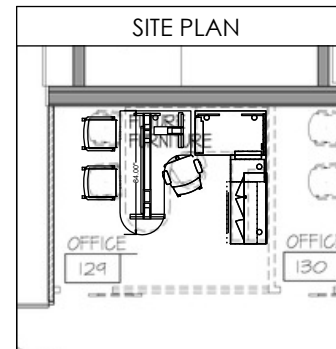
DESIGN:  
CLAUDIA MENDOZA

SALES:  
ERIK LARSON

BI #: BE-01267

DATE: 2/23/2024

SCALE: 1/4" = 1'



REVISIONS
1. 01/05/24
2. 01/23/24
3. 01/31/24
3. 02/22/24

FINAL SIGN OFF:  
\_\_\_\_\_  
CUSTOMER SIGNATURE



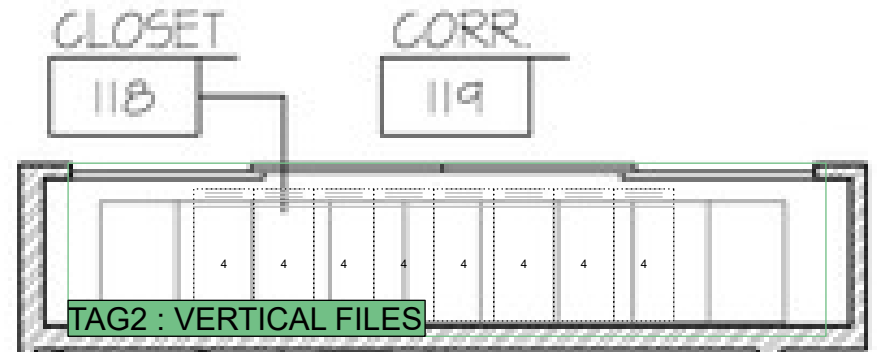
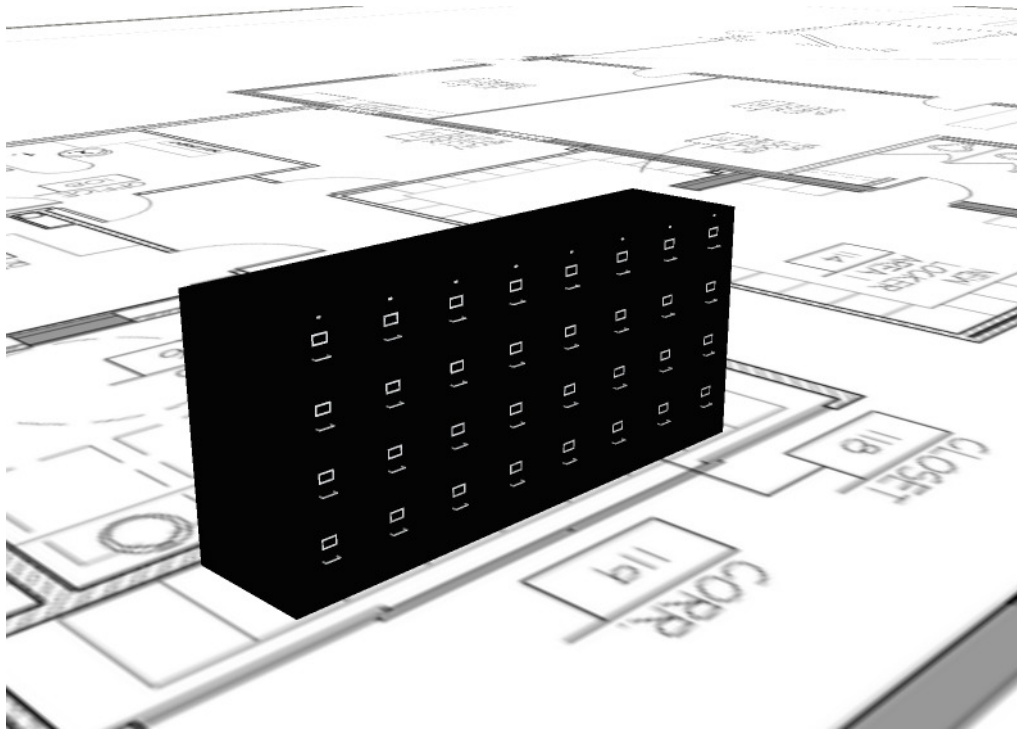
MINNEAPOLIS  
WEST FARGO  
GRAND FORKS

PAGE NO: 3/9

Business Essentials will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment. Field verification of site required prior to ordering furniture. The furniture selection and layout of this drawing are the property of Business Essentials and may not be distributed or conveyed to third parties without written permission from Business Essentials.

**DESCRIPTION**

**QT. 8 VERTICAL FILE 4 DRAWERS**



**METAL  
PAINT -  
BLACK**

**CASS COUNTY HIGHWAY DEPARTMENT**

1201 WEST MAIN AVENUE  
WEST FARGO, ND 58078

**CASS COUNTY HIGHWAY DEPARTMENT**  
VERTICAL FILES

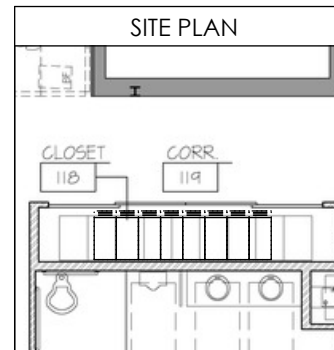
DESIGN:  
CLAUDIA MENDOZA

SALES:  
ERIK LARSON

BI #: BE-01267

DATE: 2/23/2024

SCALE: 1/4" = 1'



**REVISIONS**

1. 01/05/24
2. 01/23/24

**FINAL SIGN OFF:**

\_\_\_\_\_  
CUSTOMER SIGNATURE



MINNEAPOLIS

WEST FARGO

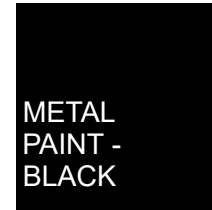
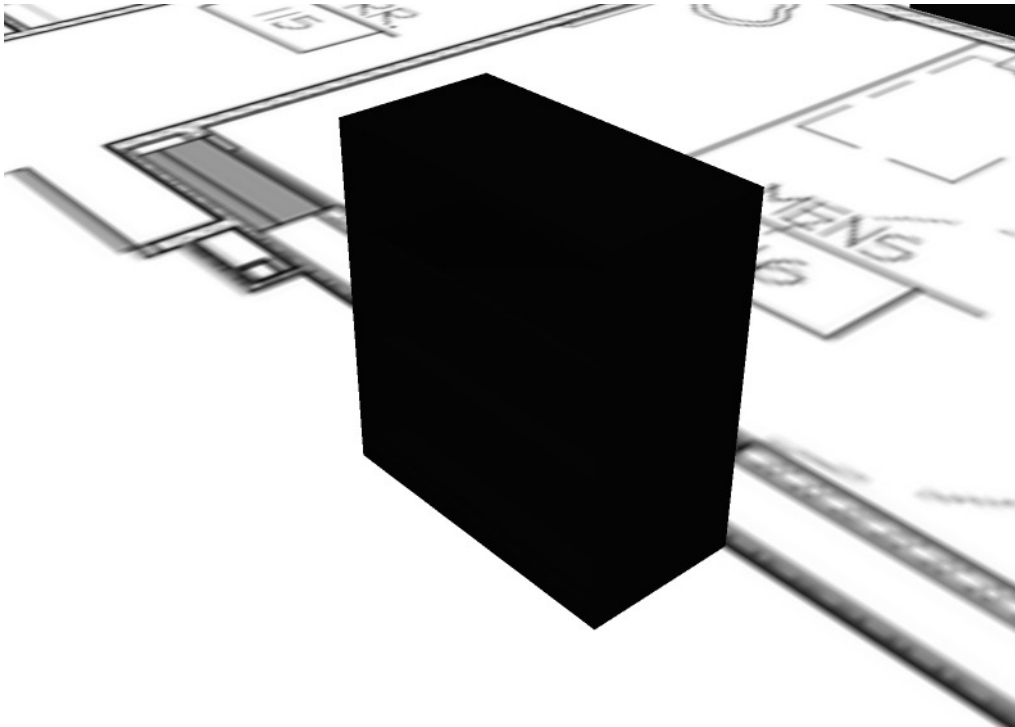
GRAND FORKS

PAGE NO: 5/9

Business Essentials will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment. Field verification of site required prior to ordering furniture. The furniture selection and layout of this drawing are the property of Business Essentials and may not be distributed or conveyed to third parties without written permission from Business Essentials.

DESCRIPTION

BOOKCASE



**CASS COUNTY HIGHWAY DEPARTMENT**

1201 WEST MAIN AVENUE  
WEST FARGO, ND 58078

CASS COUNTY HIGHWAY DEPARTMENT  
BOOKCASE

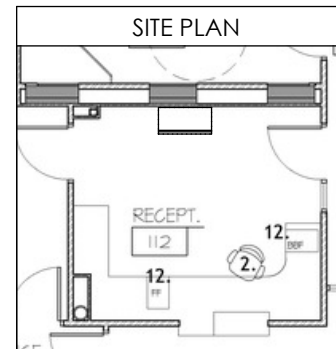
DESIGN:  
CLAUDIA MENDOZA

SALES:  
ERIK LARSON

BI #: BE-01267

DATE: 2/23/2024

SCALE: 1/4" = 1'



REVISIONS

- 1. 01/05/24
- 2. 01/23/24

FINAL SIGN OFF:

\_\_\_\_\_  
CUSTOMER SIGNATURE



MINNEAPOLIS

WEST FARGO

GRAND FORKS

PAGE NO: 6/9

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**DESCRIPTION**

QTY 4 TASK CHAIRS

QTY 20 GUEST CHAIRS

QTY 23 (46X60) BEVELED CHAIR MATS

FABRIC -  
HAMILTON  
OXFORD

FABRIC -  
BLACK



**CASS COUNTY HIGHWAY DEPARTMENT**

1201 WEST MAIN AVENUE  
WEST FARGO, ND 58078

**CASS COUNTY HIGHWAY DEPARTMENT**  
TASK CHAIR

DESIGN:  
CLAUDIA MENDOZA

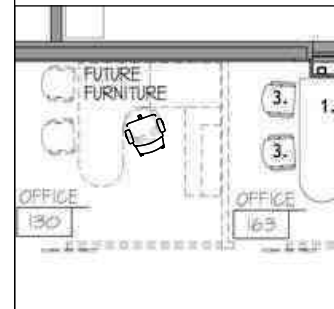
SALES:  
ERIK LARSON

BI #: BE-01267

DATE: 2/23/2024

SCALE: 1/4" = 1'

**SITE PLAN**



**REVISIONS**

1. 01/05/24
2. 01/23/24
3. 02/22/24

**FINAL SIGN OFF:**

\_\_\_\_\_  
CUSTOMER SIGNATURE



MINNEAPOLIS

WEST FARGO

GRAND FORKS

PAGE NO: 9/9

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## Highway Department

Telephone: 701-298-2370

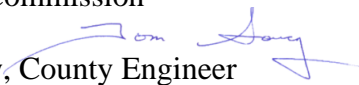
Fax: 701-298-2395

SMB-HWY@casscountynd.gov

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### MEMORANDUM

TO: Cass County Commission

FROM: Thomas Soucy, County Engineer 

DATE: February 26, 2024

SUBJECT: Consent Agenda Item for March 4, 2024, Cass County Commission. Purchase of Trailer.

We solicited quotes for the purchase of a trailer to be used for transporting construction equipment to and from our road/bridge projects. James Kota, Inc. has quoted us a price of \$11,975.00 for the trailer. This cost would be included in our 2024 budget for Heavy Equipment.

#### **SUGGESTED MOTION:**

Move to approve the quote from James Kota, Inc. for \$11,975.00.



**JAMES KOTA, INC.**  
**8141 36<sup>TH</sup> ST SE**  
**JAMESTOWN, ND, 58401**  
**(701) 952-1600 - www.jameskota.com**

**BILL OF SALE**

Vehicle Information:

Year: <u>2024</u>	Make: <u>Lawmaxx</u>	Model: <u>GTX 22BP 14K</u>
Vehicle Identification Number: <u>3EVBF2225R111948</u>	Stock Number: <u>220925</u>	Date of Sale: <u>12-12-23</u>

Buyer(s) Information:

Name: <u>Cass County Highway Dept.</u>			
Name:			
Address:			City/Town: <u>West Fargo</u>
State: <u>ND</u>	Zip Code:	Phone #:	Driver's License #:

Purchase Agreement:

Purchase Price:	\$ <u>11,750.<sup>00</sup></u>
Trade In:	- \$
Accessories	\$ <u>225.<sup>00</sup> spre</u>
Tax, Title, & License	\$
Sales Tax	\$
Total Balance	\$ <u>11,975.<sup>00</sup></u>
Down Payment	- \$
Total Balance Due	\$ <u>11,975.<sup>00</sup></u>

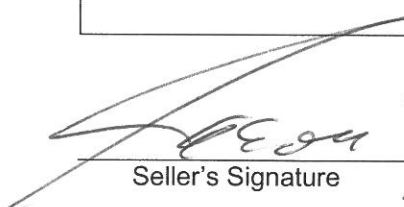
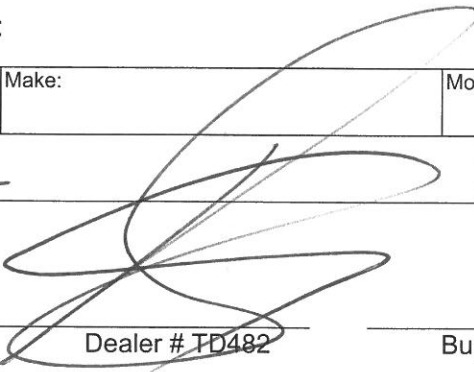
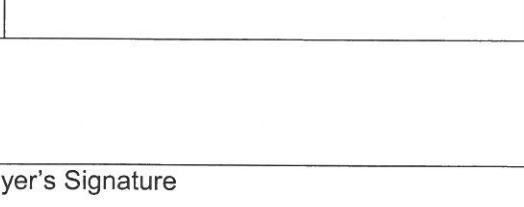
Lienholder Information:

First Lienholder:		
Mailing Address:		
City:	State:	Zip:

*We recommend that you check your lug nut torque and axle grease within the first 100 miles of travel. Manufacturer's warranty only. Dealer does not provide warranty.*

Trade-In Information:

Year:	Make:	Model:
Vehicle Identification Number:	Miles	

Seller's Signature

Dealer # TD482

Buyer's Signature



## Information Technology

Telephone: 701-241-5750  
ITD@casscountynd.gov

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### MEMO

TO: Cass County Commission  
FROM: Bob Henderson, IT Director  
DATE: March 4<sup>th</sup>, 2024  
SUBJECT: Cyber Security Liability Insurance

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Dear Commissioners,

Enclosed is a proposal for the renewal of our Cyber Security Liability Insurance.

Current Cyber Security policies through the North Dakota Insurance Reserve Fund (NDRIF) are not adequate to protect against many of the cyber attacks affecting state and local governments in the recent past. NDRIF is limited to \$250,000 coverage for data breaches, such as the loss or exposure of customers personal data.

The current market for Cyber Security insurance is extremely competitive, as cyber carriers have tightened their risk appetites due to the increasing number of cyber incidents over the past twelve months. This is heavily reflected in the attached proposal, with **numerous** underwriters declining to quote due to us being a government entity, and therefore a higher risk target.

Working with our Insurance Provider, the Information Technology team has put in countless new tools and policy changes to better strengthen our cyber controls at Cass County. By doing this, we have been able to secure the quotes presented in the proposal in front of you.

#### **SUGGESTED MOTION:**

Approve Cyber security liability policy with coverage amounts of \$ \_\_\_\_\_

Bob Henderson  
Information Technology Director



www.casscountynd.gov

# Office of the Sheriff

Jesse Jahner, Sheriff

February 22, 2024

Mary Scherling Portfolio Commissioner  
Cass County Commission  
Cass County Courthouse  
Fargo, ND 58103

Re: Request to purchase three (3) Motorola in-car radios through Midstate's Wireless for a total of \$ 14,513.40

Consent Agenda: Action Requested

Chairman Chad Peterson,

The Cass County Sheriff's Office will purchase two (3) in-vehicle radios to coincide with the Armer System. These radios are needed to keep up with the growth of the Cass County Sheriff's Office. The Cass County Sheriff's Office will then request funds from the State for up to \$ 2,500.00 per radio, to be a total of \$ 7,500.00 from this total purchase. The Sheriff's Office will use the funds already allocated in our current budget and will not request any new funds for this purchase. The total purchase price is \$ 14,513.40. This does not include the reimbursement from the State of ND for the Siren 2020 funds.

*Suggested Motion: Move to authorize the Cass County Sheriff's Office to purchase three in-car radios from Midstate's Wireless for \$ 14,513.40.*

Should you have any questions, don't hesitate to contact our office.

Respectfully,

Dean J. Haaland  
Chief Deputy  
Cass County Sheriff's Office

---

**Cass County Sheriff**  
**Law Enforcement Center**  
1612 23rd Avenue North  
P.O. Box 488  
Fargo, North Dakota 58107-0488  
Phone: 701-241-5800  
Fax: 701-241-5806

**Cass County Sheriff**  
**Courthouse**  
211 9th Street South  
P.O. Box 488  
Fargo, North Dakota 58107-0488  
Phone: 701-241-5800  
Fax: 701-241-5805

**Cass County Jail**  
450 34th Street South  
Fargo, North Dakota 58103  
Phone: 701-271-2900  
Fax: 701-271-2967



**Quote Number: QUOTE-2535429**

**Billing Address:**

CASS COUNTY SHERIFF DEPARTMENT  
 211 NINTH ST S  
 FARGO ND, 58103

**Quote Date:** 2024-02-22  
**Expiration Date:** 2024-04-22  
**Contract Name:** 20476 - SIRN 111

**Quote Created By:**

Trista Walla  
 tristaw@midstateswireless.com

Customer: CASS COUNTY SHERIFF DEPARTMENT

Currency: USD

Terms and Conditions: none

Line #	Item Number	Description	Quantity	Unit List Price	Ext. List Price	Discount %	Discount \$	Unit Sale Price	Ext. Sale Price	APC	Parametric Data
	APX™ 6500 / Enh Series										
1	M2SURS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE.	3	\$3,383.12	\$10,149.36	53.85%	\$1,821.92	\$1,561.20	\$4,683.60	0527	
1a	GA09008AA	ADD: GROUP SERVICES.	3	\$165.00	\$495.00	40.00%	\$66.00	\$99.00	\$297.00	0527	
1b	GA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING.	3	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0527	
1c	GA00318AF	ENH: 5 YEAR ESSENTIAL SVC.	3	\$480.00	\$1,440.00	100.00%	\$480.00	\$0.00	\$0.00	0185	
1d	G831AD	ADD: SPKR 15W WATER RESISTANT.	3	\$66.00	\$198.00	40.00%	\$26.40	\$39.60	\$118.80	0527	
1e	G996AS	ENH: OVER THE AIR PROVISIONING.	3	\$110.00	\$330.00	40.00%	\$44.00	\$66.00	\$198.00	0527	
1f	GA00250AA	ADD: BLUETOOTH/WIFI/GNSS FLEXIBLE CABLE LMR195.	3	\$110.00	\$330.00	40.00%	\$44.00	\$66.00	\$198.00	0527	
1g	GA00580AA	ADD: TDMA OPERATION.	3	\$495.00	\$1,485.00	100.00%	\$495.00	\$0.00	\$0.00	0527	
1h	G51AU	ENH: SMARTZONE OPERATION APX6500.	3	\$1,320.00	\$3,960.00	40.00%	\$528.00	\$792.00	\$2,376.00	0527	
1i	G67DT	ADD: REMOTE MOUNT E5 APXM.	3	\$327.00	\$981.00	40.00%	\$130.80	\$196.20	\$588.60	0527	
1j	G892AB	ENH:HAND MIC,GCAI WTR RESISTANT APX.	3	\$79.00	\$237.00	40.00%	\$31.60	\$47.40	\$142.20	0527	
1k	GA09001AA	ADD: WI-FI CAPABILITY.	3	\$330.00	\$990.00	40.00%	\$132.00	\$198.00	\$594.00	0527	
1l	G298AS	ENH: ASTRO 25 OTAR W/ MULTIKEY.	3	\$814.00	\$2,442.00	40.00%	\$325.60	\$488.40	\$1,465.20	0527	
1m	G444AH	ADD: APX CONTROL HEAD SOFTWARE.	3	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0527	
1n	W484AF	ALT: ANT 3DB GAIN 762-870MHZ.	3	\$42.00	\$126.00	40.00%	\$16.80	\$25.20	\$75.60	0527	
1o	G806BL	ENH: ASTRO DIGITAL CAI OP APX.	3	\$567.00	\$1,701.00	45.50%	\$258.00	\$309.00	\$927.00	0527	
1p	GA01670AA	ADD: APX E5 CONTROL HEAD.	3	\$717.00	\$2,151.00	40.00%	\$286.80	\$430.20	\$1,290.60	0527	
1q	W797BD	ADD: DVP-XL ENCRYPTION AND ADP.	3	\$536.00	\$1,608.00	40.00%	\$214.40	\$321.60	\$964.80	0527	
1r	QA09113AB	ADD: BASELINE RELEASE SW.	3	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0527	
1s	GA01630AA	ADD: SMARTCONNECT.	3	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0527	
1t	G361AH	ENH: P25 TRUNKING SOFTWARE APX.	3	\$330.00	\$990.00	40.00%	\$132.00	\$198.00	\$594.00	0527	

**Net Total** \$14,513.40  
**Estimated Tax** \$0.00  
**Estimated Freight** \$0.00  
**Grand Total** \$14,513.40



## Highway Department

Telephone: 701-298-2370


Fax: 701-298-2395

SMB-HWY@casscountynd.gov

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### MEMORANDUM

TO: Cass County Commission

FROM: Thomas Soucy, County Engineer 

DATE: February 27, 2024

SUBJECT: Consent Agenda Item for March 4, 2024, Cass County Commission.  
Vehicle Equipment Purchase.

The 2024 budget included a platform body, boxes, and hitch for a 550 chassis truck. We solicited quotes for the purchase of this vehicle equipment and Bert's Truck Equipment can provide such equipment for a price of \$43,025.00.

**SUGGESTED MOTION:**

Move to approve the quote from Bert's Truck Equipment for \$43,025.00.

# Bert's TRUCK EQUIPMENT

December 1st 2024

Attn: Blaine  
 Cass County Highway Dept  
 West Fargo, ND

**Proposal for Protech Custom Platform**

- Protech Custom platform
- 5"ZEE CROSS MEMBERS
- 6 1/2"ALUM. SIDE RAIL
- 1 1/4 EXTRUDED DECK BOARDS
- 5"TAPERED REAR CORNERS

**BODY SIZE:**

- SIDE RAIL POLISHING 12'AND UNDER
- NAME PLATES
- 2 1/2" MARKER LIGHTS
- STAKE POCKET HOLES

**[FLATBED OPTIONS] \*\*\*\*\***

- 6 LIGHT REAR LIGHT PANEL- ALL LED'S ROUND OR OVAL
- INSTALL BRACKETS AND BOLT KIT

**Protech Boxes**

- Fuel Filler Cup \$ 11,900.00
- labor to install platform \$ 1,655.00

1.00 A-CP51-558224-S  
 A-CP51 - 55"H x 82"D x 24"W - .125 Aluminum Super HD Truck Cross-Pack Service Box, With DT-Handle Locks, Four Stainless Steel Doors Side Open With Gas Springs, Two Shelves, Mounts, Four Hooks And All Smooth Finish. \$ 6,450.00

1.00 A-SR41-D1-302448DR-N7  
 A-SG52 - 30"H x 24"D x 48"W - .125 Aluminum Truck Super HD Trailer Toolbox, All Smooth Body Finish, Stainless Steel Double Side Open Right Doors, SS T-Handle Locks, 7 Drawers D1-5", D2-6=3"Drawers \$ 4,275.00

1.00 A-SR41-S2-302448DL-N2  
 A-SG52 - 30"H x 24"D x 48"W - .125 Aluminum Truck Super HD Trailer Toolbox, All Smooth Body Finish, Stainless Steel Double Side Open Left Doors, SS T-Handle Locks and two Adjustable Shelves \$ 2,600.00

1.00 A-SR41-S2-302448DR-N2  
 A-SG52 - 30"H x 24"D x 48"W - .125 Aluminum Truck Super HD Trailer Toolbox, All Smooth Body Finish, Stainless Steel Double Side Open Right Doors, SS T-Handle Locks and two Adjustable Shelves \$ 2,600.00

A-SR51-S1-303036DL-N

A-SG52 - 30"H x 30"D x 36"W - .125 Aluminum Truck Super HD Trailer Toolbox, All Smooth Body Finish, Stainless Steel Double Side Open left Doors, SS T-Handle Locks.	\$ 2,600.00
---	-------------

A-SG52-181836SD-N

A-SG52 - 18" H x 18" D x 36" W - Aluminum Semi Truck Super HD Trailer Toolbox, All Smooth Body Finish, Stainless Steel Single Drop Open Door with SS T-Handle Lock	\$ 1,125.00
Underbody toolbox brackets	\$ 125.00
Labor to install toolboxes and back pack	\$ 1,350.00
Freight (estimated)	\$ 1,500.00
Rear Hitch with combo Pintle Ball, installed	\$ 850.00
7 way electrical	\$ 100.00
Install customer supplied tank	\$ 540.00
Misc Materials	\$ 450.00
Two Hella LED Mini Light bars installed on Platform bulhead	\$ 1,090.00
Install articulating LED Flood light wired to upfitter switch	\$ 325.00
labor to R & R customers Hose and electric reels	\$ 540.00
Removed and install customers fuel transfer tanks and wire pumps on separate upfitter switches	\$ 810.00
Remove install customers inverter	\$ 540.00
Misc materials for tank and inverter intall	\$ 700.00
Two Surface Mount Strobes install on Rear Boxes and two in the front grill	\$ 900.00
<b>Total</b>	<b>\$ 43,025.00</b>

**Jim McLaughlin, Fleet Sales**

**YOUR TRUCK EQUIPMENT HEADQUARTER**

**1-800-232-3787**

(218) 233-8681

3804 Hwy 75 North

Fax 218-233-9548

Moorhead, MN 56560

email:brianp@bertsonline.com