



## DODGE COUNTY FINANCE DEPARTMENT

### Purchasing Division

127 East Oak Street, Juneau, WI 53039

(920) 386-4224

Email: [tsteinbach@co.dodge.wi.us](mailto:tsteinbach@co.dodge.wi.us)

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### **Request for Information (RFI) – Vendor Prequalification**

**Date:** April 8, 2026

**Subject:** Request for Vendor Information for Approved Vendor List

#### **Purpose:**

Dodge County is seeking qualified vendors to be considered for inclusion on our approved vendor list for moving companies and storage facilities to assist the Dodge County Sheriff's Office in the removal and/or disposal of personal property per WI Statute 799.45.

#### **Background / Procedures:**

Upon delivery of an executed Writ of Restitution (eviction order) to the sheriff, and after payment to the sheriff of the fee required the sheriff is ordered to:

- Assist the plaintiff or his or her agent in the removal of all personal property found in and on the premises described in the Writ, using such reasonable force as may be necessary, if requested by the plaintiff or his or her agent;
- Engage the services of a mover or trucker and warehouse/storage facility located in Dodge County for the personal property, paid for by the plaintiff;
- Exercise ordinary care in supervision of removal of personal property and in the handling and storage of all property removed from the premises;

If the sheriff's office determines that the property to be removed from premises described in the Writ is without monetary value, the sheriff/deputy may deliver or cause the same to be delivered to some appropriate place established for the collection, storage, and disposal of refuse.

The warehouse/storage facility shall be a place of safekeeping within Dodge County and the sheriff shall be provided a receipt for the defendant or be provided with a document on how to obtain possession of the goods. The warehouse/storage facility receipt or other similar receipts issued with respect to goods stored shall be taken in the name of the defendant. All expenses incurred for storage and other like charges after delivery by the sheriff to a place of safekeeping shall be the responsibility of the defendant. Any person accepting goods from the sheriff for storage under this subsection shall have all of the rights and remedies accorded by law against the defendant personally and against the property stored for the collection of such charges,

including the lien of a warehouse under WI Statute 407.209. Risk of damages to or loss of such property shall be borne by the defendant after delivery by the sheriff to the place of safekeeping.

### **Insurance Requirements:**

#### *Minimum Scope and Limits*

- A. Commercial General Liability coverage with limits of no less than the following:
- |  |             |
|--|-------------|
| 1. General aggregate limit per project<br>(Other than Products-Completed Operations) | \$2,000,000 |
| 2. Products-Completed Operations Aggregate per project                               | \$1,000,000 |
| 3. Personal and Advertising Injury Limit   | \$1,000,000 |
| 4. Each Occurrence Limit   | \$1,000,000 |
| 5. Fire Damage Limit-any one Fire  | \$ 50,000   |
| 6. Medical Expense Limit-any one Person  | \$ 10,000   |
- B. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1- Any Auto basis.
- C. Worker's Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

#### *Other Requirements*

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

**Submission Instructions:**

Please complete the attached form and submit your completed response by 11:00 am on April 28, 2026 to:

Dodge County Clerk's Office  
Administration Building  
127 E Oak St.  
Juneau, WI 53039

For questions related to this request, please contact Trista Steinbach, Purchasing Agent at [tsteinbach@co.dodge.wi.us](mailto:tsteinbach@co.dodge.wi.us)

**Requested Information:**

Please provide the following:

**1. Company Information**

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Primary Point of Contact: \_\_\_\_\_

**2. RFI Information Needed** (Please place a "X" mark in the "Yes" or "No" column for each question below:

<b>Question</b>	<b>Yes</b>	<b>No</b>
Is your company bondable?		
Does your company have sufficient insurance as required above?		
Is your company an independent mover?		
Is your company an independent storage facility?		
Does your business provide movers and storage facilities?		
Is the storage facility located in Dodge County?		

\_\_\_\_\_  
Representative Signature