



REQUEST FOR QUOTE (RFQ)

**Interior Painting at the Juneau Mechanic Shop
Highway Department, Dodge County WI**

RFQ #3012-2026

Issued Date: August 25, 2026

RFQ Due Date/Time:
September 8, 2026 at 1:00 pm

Submit RFQ's To:

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

920-386-4224

Office Hours: 8:00 am – 4:30 pm (Monday – Friday)

Legal Notice

The Dodge County Highway Department is accepting quotes for a contractor to paint the interior of the main section of the Juneau Mechanic Shop. Specifications are available on line at [Dodge County's](#) website and DemandStar at: www.demandstar.com

All Contractors are responsible for addendums. Quotes are to be sent to the Dodge County Clerk's Office 127 E Oak St., Juneau, WI 53039 no later than 1:00 pm on September 8, 2026. Submit in a sealed envelope marked "RFQ # 3012-2026 - Interior Painting at the Juneau Mechanic Shop". Quotes may also be emailed to tsteinbach@co.dodge.wi.us. Late receipts, and facsimiles will not be accepted. There is no public quote opening for this project.

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all quotes or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful Contractor to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the Contractor whose quote is overall the most advantageous to the County in the County's sole determination.

Contact the Purchasing office at (920) 386-4224 if assistance is required.

Published by Authority of
Highway Department
By Trista Steinbach
Dodge County Purchasing Agent

Publish: August 25, 2026

1. General

It is the intent of Dodge County to contract with a contractor to paint the interior of the main section of the Juneau Mechanic Shop located at 211 E Center St., Juneau, WI 53039

2. RFQ Packets and Addendums

RFQ packet, updates and addendums are available on the [Dodge County website](#), and may also be obtained on [DemandStar](#)

It is the Contractor's responsibility to view the RFQ document and check the website for any updates and addendums prior to submitting a quote for this request.

Failure by the bidder to acknowledge all addendums issued for this project may result in the quote being considered non-responsive, and the quote may be automatically rejected.

3. RFQ Tentative Project Timeline

	Date	Time
RFQ Issued	August 25, 2026	
Site Visit	August 31, 2026	9:00 am
RFQ Questions Due	September 1, 2026	10:00 am
RFQ Final Addendum Issued	September 2, 2026	11:00 am
RFQ Responses Due from Vendors	September 8, 2026	1:00 pm
Completion Date	December 1, 2026	

4. Mandatory Site Visit Date/Time: August 31, 2026 / 9:00 am

Site Visits are based on the date and time listed in the RFQ Tentative Project Timeline above	
Vendors meet at:	Dodge County Highway Shop 211 E Center St Juneau, WI 53039
Site Visit conducted by:	Adrian Woods
Site Visit contact phone number for questions	920-386-3658

5. RFQ Questions Due: September 1, 2026 / 10:00 am

Questions: All questions related to this RFQ must be in writing and received by the Dodge County Purchasing Office at least five (5) business days prior to the quote due date.

- Questions shall be directed to the Purchasing Agent via email to: tsteinbach@co.dodge.wi.us
- Questions MUST be clearly marked in the subject line: **"Questions for RFQ # 3012-2026"**

6. RFQ Final Addendum Issued Date: September 2, 2026 / 11:00 am

Answers: If any questions are received, answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the [Dodge County website](#)
- AND on [DemandStar](#) website

7. RFQ Due Date - September 8, 2026 at 1:00 pm

Responses are due to Dodge County Clerk's Office no later than 1:00 pm on September 8, 2026. Prospective vendors can submit quotes by email, hand delivery, or by mail via DHL, FedEx, UPS, SSPS, etc. as outlined below. There is no public quote opening for this project.

Emailed Project Information:

- Email to: tsteinbach@co.dodge.wi.us
- Must be clearly marked in the subject line with "RFQ # 3012-2026 - Paint the interior of the main section of the Juneau Mechanic Shop"
- Attach a file in your email including all required documents as referenced in Section 8 of this project document.

Hand Delivered or mailed quote must include the following items:

- Must be in a Sealed envelope
- Must be clearly marked with "RFQ # 3012-2026 - Interior Painting at the Juneau Mechanic Shop" on the outside of a sealed envelope or box in the lower left-hand corner.
- Include all required documents as referenced in Section 8 of this project document.
- The following information must be clearly marked on the front of the envelope/shipping package:

Name & Address of Bidder

Due Date of Quote

Quote Number & Title

The following sample mailing label is provided here for your convenience:

Sample Mailing Label	From:

	To: Dodge County Clerk's Office 127 E Oak St. Juneau, WI 53039
	<u>SEALED RFQ</u> RFQ # 3012-2026 - Interior Painting at the Juneau Mechanic Shop Due Date: September 8, 2026 at 1:00 pm

8. RFQ Format & Submission Requirements

Any deviation from these requirements may result in the quote being considered non-responsive, thus eliminating the Contractor from consideration. The Quote Submission must include the following completed attachments: **Failure to provide all attachments listed below may result in the automatic rejection of the quote.**

- **Attachment A – Specifications/Drawings**
- **Attachment B – Addenda Acknowledgement**
- **Attachment C – Cost Sheet**

ATTACHMENT A

Specifications / Drawings:

Contractor's Responsibilities

Contractor will provide all labor, paint, painting supplies, and lift equipment needed for surface preparation and finish painting.

Contractor will cover all remaining equipment, lights, etc. with clear plastic film prior to starting the project.

A mandatory site visit is scheduled for Monday, August 31, 2026 at 9:00 am for the contractors to review the site and to take measurements to provide the quote.

Interior Painting – All Concrete Masonry Unit Perimeter Walls

- Vacuum and wash all walls to remove the existing dirt/grime, grease.
- Fill any unused screw/anchor holes with an acrylic latex caulk.
- After Prep work is complete – paint walls with 1 coat of Pre-Catalyzed Waterbased Epoxy Semi-Gloss, in a color to match existing.

County Responsibilities

The County will remove/move as much equipment as possible from the areas to be painted.

ATTACHMENT B
Addendum Acknowledgement

Complete this page and include it with your response to this request.

The undersigned acknowledges receipt of the following addendum(s) by checking the box(es) below:

- | | |
|---|--|
| 1 ☐ Dated _____ | 4 ☐ Dated _____ |
| 2 ☐ Dated _____ | 5 ☐ Dated _____ |
| 3 ☐ Dated: _____ | 6 ☐ Dated _____ |

Additional Addenda should be written here:

If no addenda were issued, please state below, complete the form, and submit with the quote package.

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, and all other project documents.

Company Name

Representative Signature

ATTACHMENT C

Cost Sheet

Complete this page and include it with your response to this request.

BASE QUOTE: Base quote includes all work required to complete the Project, including permits, general conditions, overhead, profit, insurance, bonds, taxes, and all other expenses. The base quote shall be awarded to one lowest, responsive, and responsible bidder. Dodge County reserves the right to reject any or all quotes or parts thereof, to waive any technicality in any quote and accept any quote deemed to be the most advantageous to the County.

We, the undersigned, propose to the Highway Department, Juneau, Wisconsin, the following items, as herein specified by us in accordance with this RFQ.

RFQ Pricing

Base Quote

Provide costs for all labor, materials, and equipment to complete the project in strict accordance with the Specifications and/or Drawings

FOR THE SUM OF

Dollars \$_____

Pricing will be held for **90 days**

Company Name _____

Signature _____ Title _____

Printed Name _____

Company Mailing Address _____

City, State, Zip _____

Telephone () Fax Number ()

Number _____

Email Address: _____

Date Signed _____

QUOTE MUST BE SIGNED OR IT WILL BE REJECTED