



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 02/2020

RFP NUMBER: **120058**

RFP TITLE: **Meals for Homeless Shelter Sites**

RFP DEADLINE: **August 31, 2020**
2:00 p.m. (CST)

**PROPOSALS
MUST BE
UPLOADED TO:** **Purchasing Bid Dropbox**
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

**DIRECT
ALL INQUIRES TO:**

Carolyn A. Clow
Purchasing Officer
608-266-4966
Clow.carolyn@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response
(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document | <input type="checkbox"/> Cost Proposal
(Separate from RFP Response) | |

DATE ISSUED : July 28, 2020

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1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.6).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

There will not be a vendor conference.

1.4 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or (608) 266-4941 (TTY).

1.5 Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division [website](#).

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt/review of any addendum(s) at the bottom of the Vendor Information Page.

1.6 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
July 28, 2020	RFP Issued
August 17, 2020	Last day to submit written inquiries (2:00 p.m. CST)
August 19, 2020	Addendums or supplements to the RFP posted on the Purchasing Division website
August 31, 2020	Proposals due (2:00 p.m. CST)
September 2020	Interviews (if needed)
October 1, 2020	Vendor Selection/Award

1.7 Contract Term and Funding

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run until completion of the project.

1.8 Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

1.9 Bid Opening and Summary Posting

Dane County Purchasing strives to complete a summary and post online the same day as the opening. The only information provided at an opening of an RFP is the name of each vendor submitting a proposal. There will be no public bid opening due to the pandemic.

1.10 Multiple Proposals

Multiple proposals from a vendor will be permissible, however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be clearly labeled as Proposal #1, Proposal #2, etc.

1.11 Proposal Organization and Format

Proposals shall be organized to comply with the section numbers and names as shown in Section 4.0: Proposal Preparation Requirements.

1.12 Designation of Confidential and Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the Vendor Information Attachment under the "Designation of Confidential and Proprietary Information" section.

Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

Submitted pricing will always become public information when proposals are opened and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

In the event the Designation of Confidentiality of this information is challenged, is required to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to designate confidential and proprietary information within the Designation of Confidential and Proprietary Information section of the Vendor Information Attachment may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified within the Designation of Confidential and Proprietary Information section of the Vendor Information Attachment.

1.13 Cooperative Purchasing

Participating in cooperative purchasing gives a vendor the opportunity for additional sales without additional bidding. Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (20), Wis. Stats.

On the Vendor Information page, you will have the opportunity to participate in allowing other municipalities to piggyback this bid. Participation is not mandatory. A vendor’s decision on participating in this service has no effect on awarding the bid.

Dane County is not a party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.

1.14 Vendor Registration Program:

All proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows a vendor the opportunity to receive notifications for solicitations issued by the County and provides the County with up-to-date company contact information.

Provide your Dane County Vendor # in the Vendor Information section of the proposal submission packet.

For Non-Registered Vendors:

Complete vendor registration by visiting www.danepurchasing.com. On the top menu bar, click Vendor Registration and then click Create Vendor Account. You will receive an email confirmation once your account is created and again when your vendor registration is complete. Retain your user name/email address and password for ease of re-registration in future years. Within 2-4 days of completing the registration, a vendor number will be assigned and emailed to you.

For Registered Vendors:

Check to make sure your vendor information including commodity codes is up-to-date by signing into your account at www.danepurchasing.com. On the top menu bar, click Vendor Registration and then click Vendor Log In.

1.15 Local Purchasing Ordinance

Under County ordinances, a Local Vendor is defined as a supplier or provider of equipment, materials, supplies or services that has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.

County ordinance provides that a local vendor automatically receive five points toward the evaluation score.

Vendors located within the counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive two points toward the evaluation score.

1.16 Dane County Sustainability Principles

On October 18, 2012, the Dane County Board of Supervisors adopted Resolution 103, 2012-2013 establishing the following sustainability principles for the county:

- Reduce and eventually eliminate Dane County government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate Dane County government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate Dane County government's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems);
- Reduce and eventually eliminate Dane County government's contribution to conditions that undermine people's ability to meet their basic human needs.

1.17 Fair Labor Practice Certification

Dane County Ord. 25.09 (1) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.

Additional information can be found using the following links: www.nlrb.gov and <http://werc.wi.gov>.

SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

2.0 PROPOSAL SELECTION AND AWARD PROCESS

2.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 1 and Section 4 are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

2.2 Proposal Scoring

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria in Section 2.4. This scoring will determine the ranking of vendors based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest-ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

2.3 Oral Presentations/Interview

Top ranked selected proposers may be required to make oral interview presentations and present meals for tasting in addition to a site visit to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

2.4 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Organization Capabilities (Section 4.3)	25%
Capacity: Implementation and Service Delivery Plan (Section 4.4)	25%
Administration and Organizational Structure; Qualifications and Training; Sanitation Regulations and Standards (Sections 4.5, 4.6, 4.7)	20%
Cost	Percent
Cost (Section 5)	30%
Total	100%

SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

2.5 **Right to Reject Proposals and Negotiate Contract Terms**

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

2.6 **Award and Final Offers**

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

2.7 **Notification of Intent to Award**

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

3.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

3.1 **Definitions and Links**

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlr.gov and <http://werc.wi.gov>

Purchasing

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

3.2 **Scope of Services/Specification Overview**

The Dane County Department of Human Services (DCDHS), Division of Housing Access and Affordability is currently partnering with various hotels and service providers to administer temporary emergency shelter. A component of this program includes the delivery of 2-3 meals each day to roughly 440 guests who are currently sheltering in hotels and at other temporary shelter sites to help meet basic needs and enable guests to better isolate and social distance during the COVID-19 pandemic.

3.3 **Project Description**

Temporary shelter is being provided at 6 locations in Dane County to roughly 440 people. Hotel sites generally require three meals for guests (breakfast, lunch, and dinner). The temporary shelter at the Warner Park Community Center requires dinner and breakfast.

The meal vendor will be expected to partner with on-site supportive services staff to coordinate the number of meals needed, final count order times, delivery time for meals, receive menu feedback from guests, monitor and work proactively to reduce food waste, and to address special dietary needs of hotel guests (diabetic meals, meals for those with high blood pressure, etc.).

The vendor will also be expected to work within a fluid environment where the number of meals provided per site may change given the number of guests served at any one time. Preference will be given to vendors that can accept meal count changes 48 hours in advance of a day's meals to be provided.

Meals must be delivered directly to the location where individuals are sheltering, and when applicable, to the door of their hotel room.

Meals will be provided seven days a week, including holidays.

3.4 **Objectives**

The objectives of the program are:

- To provide nutritious, satiating meals to persons sheltering in hotels and other temporary shelter sites.
- To have each meal provide significant sources of the required daily nutrients (RDA) including about one-third of the required daily calories of no less than 2,025 calories per day.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- To provide meals in a manner that emphasizes the entrée as the main source of protein, and limits the use of starches or carbohydrates as a way to increase portion sizes or meet caloric guidelines.

3.5 Current Operations

This RFP addresses the localities that are identified in APPENDIX 1.

This RFP involves 6 program sites in the City of Madison and surrounding communities. for this RFP may propose to serve one or more of the regions described in the **APPENDIX 1.**

While estimates are provided for each region that this RFP covers, approximately 111,000 meals were served to individuals in shelter at all the sites together since the beginning of this program in late March of 2020. Meals will be needed at these locations through the remainder of 2020. **Payment for catering services awarded through this RFP will be on a unit cost per meal ordered; therefore, all costs, including packaging, disposable supplies (to include eating utensils and napkins), condiments, delivery fees, and beverages must be included in the unit cost and will not be paid outside of the unit cost.**

All meal planning for this RFP will be supervised by Housing Access and Affordability staff, in partnership with on-site supportive services agencies serving shelter guests.

The vendor will be asked to communicate regularly with supportive services staff and/or County staff to collaborate on the needs of the program guests, limit food waste, and escalate any service changes, challenges, and/or opportunities.

Food Standards and Quality

Minimum grades of foods to be used:

1. Meats:
Beef USDA choice, closely trimmed. When ground beef is used it must contain no greater than 20% fat with no additives.
Pork US #1 grade with a minimum of fat.
2. Poultry:
USDA Grade A.
3. Eggs:
USDA Grade A large; should be free of cracks. Dried, liquid or frozen eggs must be pasteurized.
4. Dairy Products:
USDA Grade A one half pint containers of 2% and skim milk, white and chocolate, that is Vitamin D fortified must be used. Milk must be fresh and pasteurized.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

5. Fish:

Fish must be frozen and packed by a nationally branded provider. It must be firm with no slime or off odors.

6. Vegetables:

Fresh US #1 quality or better. Frozen USDA Grade A.

7. Fruit:

Fresh US #1 quality or better. Frozen USDA Grade A. Canned fruits must be packed in natural juice or water.

B. Food, at all times, must be prepared in a means that maximizes its palatability and appearance while at the same time maintaining its nutritional value.

Compliance with Regulations and Laws

The successful firm shall comply with all Federal, State, and local laws, regulations, and policies governing the preparing, handling, and transportation of food; shall procure and keep in effect all necessary licenses, permits, and food handler's cards as are required by law, including a restaurant/catering license and shall post licenses, permits, and cards in a prominent place within the meal preparation areas, as required. The successful firm shall comply with all applicable Federal, State, and local laws, regulations and policies pertaining to wages and hours of employment.

Meal Quality Standards

1. The quality of food prepared and delivered shall be: pleasing to the eye, appetizing, palatable, and of such color, texture, size, and shape considered appropriate to the food items served.

2. Each daily menu shall, on average, provide one third (1/3) of the current recommended Dietary Reference Intake (DRI) established by the Food and Nutrition Board of the National Academy of Sciences Institute of Medicine. Menu guidelines prepared by the vendor shall be in consultation with a nutritionist, and approval of any substitution or menu modifications shall assure this standard.

3. Each week's menu shall include, at a minimum, two foods which are rich sources of Vitamin A and daily foods which are rich sources of Vitamin C.

4. Food items within the meat, vegetable/fruit, and dessert groups shall be different for the same days of each week in the month to provide for a variety of foods and nutrients so that, for example, the same meal is not served the first Wednesday of the month and so on.

5. Fruits shall not be repeated more than 4 times in each meal category (Breakfast, lunch, dinner) in one month's menus, except those fruits provided as alternative, diabetic desserts which may be repeated up to a maximum of four (6) times within a period of one month.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

6. Low sugar or sugar free desserts will be offered that are as close as possible to the listed dessert for non-diabetics. Examples of this are: sugar-free butterscotch pudding and regular butterscotch pudding, sugar free ice cream and regular ice cream, sugar free cookie and regular cookie, and so on. Upon request, fruit may be substituted for dessert.
7. Fresh fruit shall be washed prior to delivery. When fruit or vegetable juice is served it shall be delivered in individual, sealed, 6 ounce portions.
8. Appropriate complements to entrees such as gravies, lemon wedge, soy/tartar sauce, other condiments (salsa, ketchup, mustard) or topping for desserts should be provided by the caterer and salt/pepper shall be available in individual packets for use by participants. Sites may request additional condiments when needed.

Site Inspections

The County of Dane reserves the right for designated representatives to:

- a. Inspect the equipment, operation and premises of all firms prior to the award of the contract to ascertain whether the firm(s) comply with all the terms of the RFP.
- b. Inspect the equipment, operation and premises of the successful firm unannounced at any time during the contract period.
- c. Inspect food to be provided to determine its compliance with the terms of the proposal, and to reject food not meeting such terms.

Temperature of Food

Upon delivery, hot food must be no less than 140 degrees Fahrenheit.

Upon delivery, cold food must be no more than 40 degrees Fahrenheit.

Hot and cold foods which arrive at a site which are not within the temperature levels required should be rejected, returned to the caterer, and the monetary value of the rejected food should be subtracted from the reimbursement of the caterer that day. Caterer will be responsible for the cost of replacement food when catered food is rejected due to safety issues.

Temperature - for both hot and cold foods - will be taken and recorded by the caterer staff in the presence of a site manager or designee and will be done following sanitary practices.

All dated components of food shall be within the best-buy or expire-by use date.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

4.1 Attachment A – Vendor Information

4.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

4.3 Tab 1: Organization Capabilities

Describe the firm's experience and capabilities in providing similar services to those required –population, numbers, and geographic area. Be specific and identify projects, dates, and results.

Explain in detail:

- The number of meals prepared daily for delivery to multiple sites.
- The distance and time required from preparation site to consumer site for delivery in multiple locations.
- The service area in terms of geographic coverage and number of multiple sites required.
- The length of time indicating specific year(s) in which service was provided, and the name and address of person(s) who can provide performance evaluations.

Describe current meals being prepared each day at your facility and to whom they are being served. Please include information regarding the quality of the food being served.

4.4 Tab 2: Capacity: Implementation and Service Delivery Plan

Describe in detail the methods that will be used to develop and implement the services under this contract, including storage of food, preparation of meals, portioning procedures that reduce food waste, and transportation and delivery of meals to sites.

Describe also how much of an expansion of services and/or equipment (ovens, ranges, delivery vehicles, delivery containers, etc.) is anticipated to meet the requirements of this RFP.

Please provide sample monthly menus, including a comparison of a typical meal and what substitutes would be made to make the meal for someone with various food allergies (diary, gluten, etc.) and the need for diabetic (no concentrated sweets) or heart healthy meals (lower sodium).

4.5 Tab 3: Administration and Organizational Structure

Indicate management, supervision, and line staffing patterns and any changes in them that will be needed to meet the terms, conditions, and specifications of the RFP.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.6 **Tab 4: Staff Qualifications and Training**

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project.

Describe food service training provided for employees, supervisors, and managers indicating frequency, content, and relationship to proposed service; training responsibility and planning roles; principles and practices of food service sanitation.

4.7 **Tab 5: Sanitation Regulations and Standards**

Describe how the firm will comply with the following sanitation regulations and standards. Include at least two sanitation inspection reports from the past 12 months.

- Food Care
- Personnel
- Equipment and Utensil
- Cleaning, Sanitation, and Storage of Equipment and Utensils
- Sanitation Facilities and Controls
- Construction and Maintenance of Physical Facilities
- Mobile Units
- Compliance Procedures

4.8 **Tab 6: Proposer References**

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), that can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

4.9 **Tab 7: Menu Development Process**

Menus will be planned with input from on-site supportive services staff, and when possible, informed by preferences of shelter guests. Menus will be submitted to supportive services partners at least one month in advance to review.

4.10 **Tab 8: Food Procurement**

Providers must procure food from sources that comply with all laws relating to food labeling. Food must be safe for human consumption, sound, and free of spoilage, filth, or contamination.

- Food in hermetically sealed containers must be processed in an establishment operating under appropriate regulatory authority. No home canned food may be used.
- All milk products used and served must be pasteurized. Fluid milk must meet Grade A quality standards as established by law.
- All purchased meats and poultry shall be from sources under federal or state inspection.
- No “dents,” unlabeled products, or salvage merchandise can be used.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.11 **Tab 9: Delivery of Food; Vehicles and Containers**

It shall be the responsibility of the provider to deliver the food to the sites in vehicles which comply with all applicable laws and regulations regarding such delivery, in clean, sanitized containers to store the food while in transit, unless otherwise indicated.

Hot food portions of any meal shall be individually packaged in heat sealed or heat retention containers with lids and transported with a double wall insulation container, and have a tight sealing lid or door with position locking. An interior temperature of hot food at or above 140 degrees Fahrenheit shall be maintained until delivery.

Cold food portions of any meal shall be individually portioned, packaged in sealed containers with tight lids, and bagged per meal. It shall be transported in containers which are heavy duty, with double wall insulation, and have a tight sealing lid or door with position locking, which will maintain a temperature of 40 degrees Fahrenheit or lower.

Jello-O and ice cream, if on the menu, shall be transported in containers that will maintain the temperature required to avoid melting.

All transporting containers and individual meal packaging shall be constructed as to prevent food contamination by dust, insects, animals, vermin, or other sources of contamination. All containers, vehicles and transportation equipment shall be cleaned and sanitized daily.

Packaged food shall not be held longer than two (2) hours prior to delivery to sites based on delivery schedule to be jointly developed by the caterer, the Program Manager, and site managers.

The time between the completion of cooking the food and the end of delivery to guests at the sites must not exceed four (4) hours.

Food must be delivered directly to the site, and where applicable, to the door of a guest's hotel room.

4.12 **Tab 10: Weather**

The caterer must communicate to the on-site supportive services provider as soon as practical if inclement weather or other unforeseen circumstances will delay, or prevent food delivery for that meal or meals. If food is delayed or cancelled due to inclement weather or unforeseen circumstances, the County will not incur any costs and will not be billed for the meal(s) that weren't provided.

4.13 **Tab 11: Special Diet Menus**

In order to meet the requirements of the Program, provision is to be made for special diet needs of participants as designated by site support staff. Provide narrative about how the provider will meet this requirement.

5.0 COST PROPOSAL

5.1 General Instructions on Submitting Cost Proposals

The Cost Proposal section of this RFP is a separate document and can be found on the www.danepurchasing.com as part of the posting for this RFP. The Cost Proposal section shall be completed and submitted separately from the RFP Response document.

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

5.2 Format for Submitting Cost Proposals

The Cost Proposal section that accompanies the RFP posting shall be used. Additional pages can be added to the Cost Proposal Section if necessary.

Meal Cost Breakdown

In accordance with the State of Wisconsin requirements, the firm shall provide a per unit cost breakdown in Attachment F which includes:

- raw food cost (to include beverages & condiments)
- labor
- transportation
- profit
- disposable supplies for delivered meals or other use (all disposable packaging and serving supplies should be included in the unit price)
- delivery fees

The Cost Proposal submission shall be in PDF format with the document name including the RFP #, Vendor Name, and Cost Proposal.
(ie: 120012 – ABC Company – Cost Proposal)

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed for 180 days.

VENDOR INFORMATION

VENDOR NAME:		DANE COUNTY VENDOR #:	
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Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address		City	
State & Zip		County	
Vendor Rep. Name		Title	
Email		Telephone	

Designation of Confidential and Proprietary Information (Reference 1.12)		
<input type="checkbox"/>	No information designated as confidential and proprietary.	
Section #	Page(s) #	Topic

Cooperative Purchasing (Reference 1.13)	
<input type="checkbox"/>	I <u>agree</u> to furnish the commodities or services of this bid to other municipalities.
<input type="checkbox"/>	I <u>do not agree</u> to furnish the commodities or services of this bid to other municipalities.

Local Vendor Purchasing Preference (Reference 1.15)						
Are you claiming a local purchasing preference under DCO 25.08(7)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Dane	<input type="checkbox"/> Columbia	<input type="checkbox"/> Sauk	<input type="checkbox"/> Rock
				<input type="checkbox"/> Green	<input type="checkbox"/> Dodge	<input type="checkbox"/> Iowa
				<input type="checkbox"/> Jefferson		

Fair Labor Practice Certification (check only 1) (Reference 1.17)	
<input type="checkbox"/>	Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/>	Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addendums – this vendor hereby acknowledges receipt/review of the following addendums, if any.									
Addendum #1	<input type="checkbox"/>	Addendum #2	<input type="checkbox"/>	Addendum #3	<input type="checkbox"/>	Addendum #4	<input type="checkbox"/>	None	<input type="checkbox"/>

Signature Affidavit			
<p>In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposal to any other proposer or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified on Attachment B. The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposals, and declares that the attached proposal and pricing are in conformity therewith.</p>			
Signature		Date	
Name (Printed)		Title	

STANDARD TERMS AND CONDITIONS

Request for Bids/Proposals/Contracts

Rev. 11/2019

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County. Unless otherwise stated in the agreement, these standard terms conditions supersede any other terms and/or conditions applicable to this agreement.

1.2 **DEFINITIONS:** As used herein, “vendor” includes a provider of goods or services, or both, who is responding to an RFP or a bid, and “bid” includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications herein are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully in writing, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 **QUANTITIES:** The quantities shown herein are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall

establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the Purchasing Division thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder’s certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids **MUST** be received in the electronic mailbox of the Dane County Purchasing Division on or before the date and time that the bid is specified as being due.

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible responsive bidder conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods and services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.

11.1 **NO WAIVER OF DEFAULT:** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a

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waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 TAXES: The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 GUARANTEED DELIVERY: Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 APPLICABLE LAW AND VENUE: This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 ASSIGNMENT: No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 NONDISCRIMINATION/AFFIRMATIVE ACTION: During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must submit a written affirmative action plan to the County's Contract Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a

copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords. and the provisions of this Agreement.

16.5 AMERICANS WITH DISABILITIES ACT: The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT: The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 WARRANTY: Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor.

20.0 INDEMNIFICATION & INSURANCE.

20.1 Vendor shall indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of vendor furnishing the services or goods required to be provided under this Agreement, provided, however, that the

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provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of vendor under this paragraph shall survive the expiration or termination of this Agreement.

20.2. In order to protect itself and County its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, vendor shall, at vendor's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, vendor agrees to preserve County's subrogation rights in all such matters that may arise that are covered by vendor's insurance. Neither these requirements nor the County's review or acceptance of vendor's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the vendor under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

20.2.1. Commercial General Liability.

Vendor agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent vendors and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

20.2.2. Commercial/Business Automobile Liability.

Vendor agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. Vendor further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event vendor does not own automobiles, vendor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

20.2.3. Environmental Impairment (Pollution) Liability

Vendor agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

20.2.4. Workers' Compensation.

Vendor agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

20.2.5. Umbrella or Excess Liability.

Vendor may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not

be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. Vendor agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

20.3. Upon execution of this Agreement, vendor shall furnish County with a Certificate of Insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If vendor's insurance is underwritten on a claims-made basis, the retroactive date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is claims-made and indicate the retroactive date, vendor shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. Vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on claims-made policies, either vendor or County may invoke the tail option on behalf of the other party and that the extended reporting period premium shall be paid by vendor. In the event any action, suit or other proceeding is brought against County upon any matter herein indemnified against, County shall give reasonable notice thereof to vendor and shall cooperate with vendor's attorneys in the defense of the action, suit or other proceeding. Vendor shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor.

20.4. The parties do hereby expressly agree that County, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's Risk Manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this Agreement.

21.0 CANCELLATION: County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

22.1 PROPRIETARY INFORMATION: If the vendor asserts any of its books and records of its business practices and other

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matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

22.2 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. Pricing will not be held confidential after award of contract.

22.3 Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

23.0 RECYCLED MATERIALS: Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

24.0 PROMOTIONAL ADVERTISING: Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

25.0 ANTITRUST ASSIGNMENT: The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the Purchaser. Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

26.0 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS: Where payment to the vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

27.03 COMPLIANCE WITH FAIR LABOR STANDARDS. During the term of this Agreement, vendor shall report to the Controller, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that vendor has violated a statute or regulation regarding labor standards or relations within the seven years prior to entering this Agreement. If an investigation by the Controller results in a final

determination that the matter adversely affects vendor's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

27.04 VENDOR may appeal any adverse finding by the Controller as set forth in sec. 25.08(20)(c) through (e).

27.05 VENDOR shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing"

Menu Standards

Each meal must provide a minimum of one third the current Dietary Reference Intake (DRI) established by the Food and Nutrition Board of the National Academy of Sciences Institute of Medicine.

The meal pattern described below must be used as a basis for developing menus.

Portion Control/Sizes

Portion control methods must assure that all participants receive equivalent amounts of food as designated in the required menu/meal standards established by the Food and Nutrition Board of the National Academy of Sciences, National Research Council.

Meals must be provided in a manner that emphasizes the entrée as the main source of protein, and limits the use of starches or carbohydrates as a way to increase portion sizes or meet caloric guidelines.

Meal Pattern for One Meal (Lunch and Dinner)

Meal Component	Minimum # of Servings per Meal	Serving Size Examples
Grains	1	1 regular slice bread, ½ cup cooked, 1 cup ready-to-eat cereal, 1 6” tortilla, ½ regular size bun
Fruit and/or Vegetable	3	½ cup fresh, frozen, or canned, ¼ cup dried fruit, 1 cup raw leafy greens, ½ cup 100% fruit or vegetable juice
Dark Green Vegetable	At least 1 serving per week	
Red/Orange Vegetable	At least 2 servings per week	
Beans/Peas	At least 1 serving per week	
Starchy Vegetable	At least 2 servings per week	
Fluid Milk	1	8 fluid ounces or 1 cup
Protein Foods	1	6 - 8 oz equivalent
Fats and Oils	1	1 teaspoon served on side or used in cooking
Dessert (optional)	1	½ cup

Meal Pattern for One Meal (Breakfast)

Meal Component	Minimum # of Servings per Meal	Serving Size Examples
Grains	1	1 regular slice bread, ½ cup cooked, 1 cup ready-to-eat cereal, 1 6" tortilla, ½ regular size bun
Fruit and/or Vegetable	2	½ cup fresh, frozen, or canned, ¼ cup dried fruit, 1 cup raw leafy greens, ½ cup 100% fruit or vegetable juice
Fluid Milk	1	8 fluid ounces or 1 cup
Protein Foods	1	3- oz equivalent
Fats and Oils	1	1 teaspoon served on side or used in cooking
Additional Required Item	1	Choose one of the following: -1/2 cup serving of fruit/vegetable -1 serving of grains

Portion Control and Nutrient Standards

Portion control methods must assure that all participants receive equivalent amounts of food as designated in the required menu/meal standards established by the Food and Nutrition Board of the National Academy of Sciences, National Research Council. Each meal should contain a minimum of 675 calories, 19 g of protein, and 9 g of fiber. Each meal should limit saturated fat to less than 10% of calories and sodium to 1200 mg or less. Three meals per day should add up to provide a minimum of: 2000 calories, 56 g protein, 30 g fiber. They should limit saturated fat to less than 10% of calories, added sugars to less than 10% of calories and sodium to less than 2,300 mg total.

Meal Components**Grains**

At least half of all grain offered will be whole grain. In order to count a particular food toward the grain requirement, at least ¼ serving must be offered. When refined grains are offered, they should be enriched. Potatoes do not count as a grain meal component. Limit high-fat bread and bread-alternate selections (i.e. biscuits, muffins, cornbread, etc.) Choose low-fat, low-sodium options when possible.

Fruit

No more than one serving per meal may come from fruit juice. Offer fiber-rich fruits when possible. Use fresh, frozen, or canned fruits packed in their own juice or water. In order to count a particular food toward the fruit requirement, at least 1/8 cup must be offered.

Vegetables

Based on their nutrient content, vegetables are organized into five subgroups: dark green vegetables, red/orange vegetables, beans and peas, starchy vegetables, and other vegetables. Serve fresh or frozen vegetables as much as possible because canned can contain high levels of sodium. In order to count a particular food toward the vegetable requirement, at least 1/8 cup must be offered. The following list is not all-inclusive:

- Dark-green vegetables: broccoli, spinach, romaine, kale, collard, turnip, and mustard greens.
- Red and orange vegetables: tomatoes, tomato juice, red peppers, carrots, sweet potatoes, winter squash, and pumpkin
- Beans and peas (legumes): kidney beans, white beans, black beans, lentils, chickpeas, pinto beans, split peas, and edamame (green soybeans). Does not include green beans or green peas.
- Starchy vegetables: white potatoes, corn, green peas, green lima beans, plantains, and cassava.
- Other vegetables: All other fresh, frozen, and canned vegetables, cooked or raw: for example, iceberg lettuce, green beans, onions, cucumbers, cabbage, celery, zucchini, mushrooms, and green peppers.

Fluid Milk

Serving size is generally 8 fluid ounces (1 cup). Fluid milk products offered will be low-fat or fat-free if possible. The following are all allowable foods for the milk component as long as they are fortified with vitamin D:

- Skim or nonfat milk (unflavored or flavored)
- Low-fat milk (one perfect, unflavored or flavored)
- Cocoa or hot chocolate that is made from fluid milk only
- Lactose-reduced milk
- Lactose-free milk
- Soy milk/beverage fortified with calcium and vitamins A and D
- Low fat or fat-free buttermilk
- Goat's milk (must be pasteurized)
- Powdered and/or shelf-stable milk

Protein Foods

A minimum of 6 oz., preferably 8 oz. equivalent of protein foods must be offered as part of each meal. In order to count a particular food toward the protein food requirement, at least ¼ ounce must be offered. Meat portions weigh less after cooking. Plan to allow for shrinkage and take into account the inedible parts which will not count as part of the portion. Meat alternatives may be used occasionally for variety and may include cooked or dried beans or peas, nuts, or nut butter. Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food but not both in the same meal. Choose lean or low-fat meat and poultry. Most cheese offered should be reduced fat or low fat. Most yogurt offered should be fat free or low fat. Limit processed meats such as ham, bacon, sausage, frankfurters, and luncheon or deli meats that typically have added sodium.

Fats and Oils

Serving size is generally 1 teaspoon. When bread is not a part of the menu, fats and oils used in cooking can be counted for the one teaspoon in the meal pattern. They may be offered as a spread, dip, or topping for a menu item. Wisconsin law requires that customers be told which spread is margarine and which one is butter. Reduce consumption of saturated fat and sodium as much as possible. All margarines, butter, and butter blends served shall be free of trans fat. Eliminate use of palm oil, coconut oil, and hydrogenated fats in food preparation. Use monounsaturated and polyunsaturated oils whenever possible. There should be no fried foods served.

Dessert

Serving size is generally ½ cup. Fruit or vegetable offered as a dessert or contained in a dessert may count toward the fruit or vegetable component, respectively. Low-sugar or sugar-free desserts or alternatives will be available to individuals who request them for health reasons. Limit frequency of desserts high in added sugar and fat.

Additional Menu Specifications

A healthy eating pattern focuses on a variety of vegetables from all of the subgroups, fruits, whole grains, fat-free or low-fat dairy, a variety of protein foods, and healthy oils. A healthy eating patterns limits saturated fats, trans fats, added sugars, and sodium. Foods should be prepared with little to no added salt.

Hotel
<p>Baymont 904 E Main St, Waunakee Up to 45 meals for breakfast, lunch, and dinner.</p>
<p>Best Western 650 Grand Canyon Dr. Up to 60 meals for breakfast, lunch, and dinner.</p>
<p>Howard Johnson 3841 E Washington Ave Up to 60 meals for breakfast, lunch, and dinner.</p>
<p>Quality Inn 1754 Theier Rd. Average of up to 10 meals for breakfast lunch, and dinner, but could increase.</p>
<p>Rodeway Inn 4845 Hayes Rd Up to 174 meals for breakfast, lunch, and dinner.</p>
<p>Warner Park Rec Center 1625 Northport Dr. Up to 90 meals for breakfast and dinner.</p>
<p>Sleep Inn 4802 Tradewinds Parkway Up to 60 meals for breakfast, lunch, and dinner.</p>