



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR BID (RFB)

Revised 05/2021 (S)(LVP)

BID NUMBER: **122066**

BID TITLE: **Soil Sampling**

BID DEADLINE: **August 31, 2022**
2:00 p.m. (CST)

SUBMIT BID TO: **Purchasing Bid Dropbox**
www.danepurchasing.com

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

**DIRECT
ALL INQUIRES
TO:**

Carmen Hidalgo
Purchasing Officer
(608)266-4966
Hidalgo.Carmen@countyofdane.com
www.danepurchasing.com

BID SUBMISSION CHECKLIST

- Update Vendor Registration
- Read Entire Bid Document

Completed Bid Packet (In PDF Format)

- Section 1 – Vendor Information
- Section 2 – Bid Specifications
- Section 3 – Price Proposal

- Upload Bid Response to Purchasing Bid Dropbox

DATE ISSUED | August 3, 2022

VENDOR INFORMATION

VENDOR NAME: _____

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Telephone	
Title			
Email			
Dane County Vendor #			

Local Vendor Preference <i>(Reference General Guidelines #1.6)</i>
<input type="checkbox"/> Locally Based & Owned Vendor
<input type="checkbox"/> Locally Operated Vendor
<input type="checkbox"/> Non-Locally Operated Vendor
<input type="checkbox"/> No Local Vendor Preference

**Local Content Vendor Preference
Does Not Apply To This Bid**
(Reference General Guidelines #1.7)

Cooperative Purchasing (Reference General Guidelines #1.8)
<input type="checkbox"/> I agree to furnish the commodities or services of this bid to municipalities and state agencies.
<input type="checkbox"/> I do not agree to furnish the commodities or services of this bid to municipalities and state agencies.

Fair Labor Practice Certification (Reference General Guidelines #1.9)
<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.

Addenda – we hereby acknowledge receipt, review and use of the following addenda, if applicable.				
<input type="checkbox"/> Addendum #1	<input type="checkbox"/> Addendum #2	<input type="checkbox"/> Addendum #3	<input type="checkbox"/> Addendum #4	<input type="checkbox"/> None

Signature Affidavit
<p>In signing this bid, 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 bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.</p>

Signature: _____

Title: _____

Printed Name: _____

Date: _____

BID AND SPECIFICATION OVERVIEW

Dane County as represented by the Purchasing Division will accept bids for the purchase of specified item(s) as described within this document.

Specification Compliance: Bidder shall complete every space in the area provided with either a check mark to indicate the item being bid is exactly as specified (**Yes**), or deviates from bid specification (**No**). Any deviation from the minimum specifications stated herein must be identified in detail in the Specifications Deviations section of the bid and must include a description of how the proposed item(s) differ from the bid requirements, along with detailed justification for such deviation. Bidder shall include photos and schematics as necessary, for complete clarification.

The specifications below describe an acceptable product. Minor variations in specification may be accepted if, in the opinion of County staff, they do not adversely affect the quality, maintenance or performance of the item(s). Dane County reserves the right to accept or reject any and all bids, to waive informalities and to choose the bid that best meets the specifications and needs of the County.

Term: The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run for one year from that date.

BID SPECIFICATIONS

122066 Soil Sampling

GENERAL

The study population includes all private land enrolled in the Dane County Continuous Cover Program and all county-owned land that has been recently or will soon be converted from annual cropland to perennial vegetation. These lands will be stratified by soil and management characteristics. Forty randomly selected coordinates will be selected per stratum (12 strata total). From these, 20 coordinates will be sampled and the remaining coordinates will serve as back-ups in case there are problems with any of the first 20. Problems may include, but are not limited to, inadequate sample depth (e.g. shallow bedrock), recent disturbance, or locations within field roads. Samples collected through this contract will be used by Dane County to determine baseline carbon stocks near the time of conversion.

#	Description	Spec Compliance	
1	SCOPE OF SERVICES	Spec Compliance	
2	Vendor will collect soil samples and deliver them to UW Soil and Forage lab for analysis.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	SAMPLING METHODS	Spec Compliance	
4	Soil samples will be collected as cylindrical cores with a hydraulic or gas/rotary hammer soil sampler. The core diameter will be at least 2.5 cm and the core depth will be at least 90 cm.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	At each sample location coordinate (240 total), three cores will be collected at random locations within a 3 meter radius of the sample location.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Surface debris, such as plant material, will be removed from the soil surface with minimal topsoil disturbance prior to coring.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Each core will be divided into four depth increments (0–15, 15–30, 30–60, and 60–90 cm).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	Soil from the three cores at each depth increment will be combined, mixed thoroughly, and weighed in the field to the nearest gram.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	An approximately 500 g subsample of each composited depth increment will be weighed to the nearest gram, placed in a paper bag, and labeled with the sample location ID (sample bags and sample location IDs will be provided)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	The remaining soil from each depth increment must be returned to the field and the sampling site returned to pre-sampling conditions	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Prior to delivery to the lab all samples must be stored and preserved in accordance with protocols identified by the University of Wisconsin Soil and Forage Lab.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	Bagged and labeled samples will be delivered weekly to the University of Wisconsin Soil and Forage Lab. 4702 University Avenue Madison, WI 53705	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	SAMPLING REQUIREMENTS	Spec Compliance	
14	A sampling log will be maintained by the vendor containing sample date, a digital photograph(s) of the sample location, sample location ID, and field (wet) weight for each composited depth sample and the corresponding 500 g subsample	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15	Vendor is willing to use sample locations which will be located in the field with a GPS unit with 3 meter or better accuracy.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 2 – Bid Specifications – Submit with Bid

16	Vendor understands that Attachment A displays the potential sampling locations concentrated in the western and southeastern portions of Dane County. Detailed sample location maps and landowner information will be provided as part of the contract award.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17	Soil samples from all 240 sample location coordinates must be collected within a three month period prior to December 31 st , 2022.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18	GENERAL VENDOR REQUIREMENTS	Spec Compliance	
19	At least one member of the soil sampling team is a Certified Soil Tester, Certified Crop Advisor, Certified Professional Agronomist, Certified Professional Soil Scientist, Professional Wetland Scientist, Professional Geologist, Professional Engineer, or is an assured wetland delineator with the Wisconsin Department of Natural Resources.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20	All data and information collected as part of this contract is the property of Dane County and shall not be shared or disseminated.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21	INVOICING	Spec Compliance	
22	Invoices will be billed monthly per agreed upon cost proposal for all samples collected and delivered to the lab for analysis. The updated sample log must accompany each monthly invoice.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SPECIFICATION DEVIATIONS

Check One:

- No deviations from bid specifications
- Deviations from the bid specifications are present – see list below

Item #

Deviation Explanation

PRICE PROPOSAL

VENDOR NAME: _____

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.

ITEM	DESCRIPTION	UNIT PRICE
C1	Hourly Pricing for Soil Sample Collection	\$ _____

	Additional Services to be Considered	Unit Price
C2		\$
C3		\$
C4		\$
C5		\$