



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR BID (RFB)

Revised 05/2021 (S)(LVP)

BID NUMBER: **122030**

BID TITLE: **Road Killed Deer Pickup**

BID DEADLINE: **March 30, 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 | March 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 the date with options by mutual agreement of the County and Contractor, to renew for four (4) additional one year periods.

If applicable, any renewal terms are not automatic extensions. Vendor performance may be taken into consideration in the decision by the contracting agencies and the Purchasing Division to either continue this contract into each possible renewal term or to terminate and re-bid this contract.

Anticipated Start Date: April 1, 2022

- Term 1: April 1, 2022 – December 31, 2022
- Term 2: January 1, 2023 - December 31, 2023
- Term 3: January 1, 2024 – December 31, 2024
- Term 4: January 1, 2025 – December 31, 2025
- Term 5: January 1, 2026 – December 31, 2026

BID AND SPECIFICATION OVERVIEW

SCOPE OF PROJECT:

The scope of this project covers the pickup and disposal of dead deer carcasses in the road right of way. When a deer is hit and killed by an automobile and it falls within the highway right of way, citizens who have a safety concern about the carcass generally contact the county law enforcement nonemergency number to report the carcass location. Once known, the county provides the carcass location to a contractor for pickup and disposal. Dane County is in the CDW zone and requires that all carcasses be removed and transported to an approved landfill. **Carcasses may be not be pulled off of the roadway surface and left to decompose.**

Car Killed Deer Estimated Pickup Numbers for Dane County

The table below lists the monthly pickup numbers for the last year. This is no guarantee of the number of deer carcasses which will need to be picked up during subsequent years.

Mar 21	Apr 21	May 21	Jun 21	July 21	Aug 21	Sept 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
54	24	9	16	15	11	10	13	16	12	12	4

BID SPECIFICATIONS

RFB 122030 – Road Killed Deer Pick Up

#	Description	Spec Compliance		
1	General Requirements	Spec Compliance		
2	Minimum of 2 years experience providing similar services as specified in this request for bid	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
3	Access to all necessary equipment. Dane County will not provide equipment or vehicle necessary for removal	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
4	Organizational capacity to complete all specifications listed within this bid.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
5	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
6	All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
7	Any work found to be in any way defective or unsatisfactory shall be corrected by the Provider at its own expense at the order of the County.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
8	The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
9	The County reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
10	Pick Up Schedule	Spec Compliance		
11	Disposal of deer carcasses shall be completed no later than two business days after receiving a report from the Dane County Highway Department not counting the day of the report.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
12	Contractors are not required to dispose of deer carcasses on the weekend or on Holidays, but they may do so if they so choose. Holidays are defined as the following: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the Friday following Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
13	The contractor is not required to pick up a deer carcass on July 4 th , but if the two business day period were to fall on July 4 th then the contractor only has one business day to dispose of the carcass. This is due to the fact that July 4 th is in the middle of summer.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
14	Contractor will adhere to Pick Up Schedule:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Day Carcass Reported to Contractor	Day Carcass Shall Be Picked Up (by end of day)		
	Monday	Wednesday		
	Tuesday	Thursday		
	Wednesday	Friday		
	Thursday	Monday		
	Friday	Tuesday		
	Saturday	Tuesday		
Sunday	Tuesday			

Section 3 – Bid Specifications – Submit with Bid

15	Pickup Safety	Spec Compliance	
16	The successful contractor shall equip all vehicles used with lights or lamps required by Section 347.26, Stats, and shall operate such lights or lamps when stopping adjacent to a public highway.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17	Disposal Requirements	Spec Compliance	
18	Dane County is a CWD affected county. Dane County will only authorize disposal of the deer carcasses at a DNR Licensed Landfill .	<input type="checkbox"/> YES	<input type="checkbox"/> NO
19	An original landfill receipt for deer carcass disposal must be submitted with the invoice. No payments will be issued for carcasses that do not have a landfill receipt.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20	Communication Requirements	Spec Compliance	
21	Dane County will send an email report every Tuesday and Thursday, except Holidays, with a list showing location of deer to be picked up. The report will be in excel format similar to what is shown in Attachment A – Car Killed Deer Pick-Up Report .	<input type="checkbox"/> YES	<input type="checkbox"/> NO
22	Contractor will be required to return the report with pick-up dates by Tuesday of the week following receipt from the County. The returned report will include the pick-up date or an explanation of why the deer could not be picked up.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23	Contractor must have a computer with e-mail account in order to receive notification of deer carcasses, and to receive communications from the Department.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24	The e-mail account shall be checked every business day by the contractor.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
25	Contractor must have a turned on cell phone in each vehicle being used for this contract	<input type="checkbox"/> YES	<input type="checkbox"/> NO
26	Contractors are required to have working voice mail and/or answering machines.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
27	Contractors are required to respond to voice mail messages left by the Department within 24 hours, if a response is requested	<input type="checkbox"/> YES	<input type="checkbox"/> NO
28	Contractors are required to check messages on fax/voice mail/answering machines/e-mails every business day to determine if new deer carcasses have been reported.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
29	If no notification of a deer carcass is received from Dane County in a two business day period, then the Contractor is required to call the appropriate county department the next day to determine if any deer carcasses have been reported	<input type="checkbox"/> YES	<input type="checkbox"/> NO
30	Basis of Payment	Spec Compliance	
31	Car killed deer pick-up will be paid for by each deer picked up as reported by Dane County and properly disposed at a WisDNR approved landfill.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
32	To qualify for payment the contractor must submit weekly pick-up reports (Attachment A), an invoice that matches the pick-up reports and landfill receipt for the disposal of deer.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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.

**Price per deer picked-up and disposed of at the landfill
(April 2022 – December 2022):**

\$ _____ per deer

NOTE: In some cases, a carcass will be reported, but by the time you arrive, it is no longer at the scene. Consider the possibility of this situation happening while determining pricing. Payment will only be received for deer that are actually picked up and disposed of at the landfill.

Future Pricing

Will the pricing remain the same for the following possible renewal terms?

January 1, 2023 - December 31, 2023	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, % increase _____%
January 1, 2024 – December 31, 2024	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, % increase _____%
January 1, 2025 – December 31, 2025	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, % increase _____%
January 1, 2026 – December 31, 2026	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, % increase _____%