



**DANE COUNTY  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION**

**REQUEST FOR BID (RFB)**

Revised 05/2021 (S)(LVP)

**BID NUMBER: 122036 - Revised 4/13/22**

**BID TITLE: AEC Event and Highway  
Equipment Rentals**

**BID DEADLINE: April 29, 2022  
2:00 p.m. (CST)**

**SUBMIT BID TO: Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

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

**DIRECT  
ALL INQUIRES  
TO:**

**Pete Patten**  
Purchasing Officer  
(608) 267-3523  
[patten.peter@countyofdane.com](mailto:patten.peter@countyofdane.com)  
[www.danepurchasing.com](http://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 | April 11, 2022**

**VENDOR INFORMATION**

**VENDOR NAME:** \_\_\_\_\_

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

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

**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 until December 31, 2022 with 4 additional 1 year renewal terms exercisable upon mutual agreement.

**Anticipated Terms**

Term 1 – May 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

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: May 2022

## BID SPECIFICATIONS

### AEC Event and Highway Equipment Rentals

#	Description	Spec Compliance	
<b>1</b>	<b>SERVICE LEVEL EXPECTATIONS</b>		
<b>2</b>	Any equipment rented shall be guaranteed to be fully functional and capable of performing the task(s) it was designed to perform under the manufacturer's guidelines.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3</b>	All safety equipment/attachments shall be in place and functioning per the manufacturer's design.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>4</b>	Any equipment not functioning properly (or becoming non-functional) will be picked up and replaced by the supplier at no additional charge during the rental period.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>5</b>	Equipment that needs to be replaced will be provided within 4 hours of the call for service. If the equipment cannot be replaced within 4 hours, the rental day is free.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>6</b>	Routine repairs (not caused by misuse of the equipment) shall be provided at no additional cost.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>7</b>	At the time Dane County takes possession of the equipment, the supplier shall provide information regarding current condition and any visual, pre-existing damage to the equipment and confirm that equipment requiring fuel contains a full tank of fuel.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>8</b>	For all equipment requiring fuel to operate, the Supplier will fill the fuel tank completely full prior to Dane County taking possession of that equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>9</b>	The supplier and Dane County will review the equipment condition at point of delivery as well as at the point of return.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>10</b>	From receipt of order to delivery or pickup, Supplier shall provide a <b>maximum</b> turnaround time of 2 business days. If a supplier is unable to meeting the turnaround time, Dane County reserves the right to cancel the order/request and obtain equipment from the next lowest cost supplier able to provide equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>11</b>	In urgent or emergency situations, if a supplier is unable to provide equipment to Dane County in the timeframe in which it's needed by, Dane County reserves the right to cancel the order/request and obtain equipment from the next lowest cost supplier able to provide equipment <b>within the timeframe needed</b> .	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>12</b>	<b>PRICING</b>	<b>Spec Compliance</b>	
<b>13</b>	Pricing listed in the Price Proposal section of this bid shall include any/all transportation charges, environmental charges, or other surcharges associated with renting equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>14</b>	It shall be noted if particular equipment listed within this bid is not available at all branch locations.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>15</b>	Mileage shall not be charged if the supplier needs to travel to another branch location to pick up a piece of equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Section 2 – Bid Specifications – Submit with Bid**

<b>16</b>	The pre-printed terms on the reverse side of each Rental Agreement/Delivery Ticket shall govern the rental transaction only to the extent they are not in addition to, or in conflict of, the terms of the Master Agreement, which shall govern all transactions between the parties.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>17</b>	<b>Pricing must be held firm for the entire duration of each term.</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>18</b>	<b>SUPPLIER'S CATALOG/PRODUCT LIST</b>	<b>Spec Compliance</b>	
<b>19</b>	Each supplier must provide a catalog/product list with pricing for each item. The % discount submitted in the Pricing Section shall apply to all non-listed, related items from the supplier's catalog/product list pricing.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>20</b>	<b>INVOICING</b>	<b>Spec Compliance</b>	
<b>21</b>	An invoice shall be issued and emailed to the Dane County invoice email address found on the Bill To section of each Dane County purchase order issued for each department The invoicing format shall be subject to change at any time as subsequently requested by Dane County.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>22</b>	All invoices shall comply with the pricing and markups established by this specification and bid and/or Dane County contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>23</b>	All invoices must be itemized and contain the following information at minimum:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>24</b>	→ Supplier's Name	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>25</b>	→ Remit To Address	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>26</b>	→ Dane County Purchase Order Number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>27</b>	→ Time period of the services invoiced	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>28</b>	→ Description of service provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>29</b>	→ Price per the bid/contract, itemized so that the service and cost can be readily identified as being a part of this bid/contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>30</b>	Only properly submitted invoices will be processed for payment. Any invoice failing to comply with these provisions may be returned for correction and reissue. The Net 30 terms will begin upon equipment being returned. The Net 30 terms will begin upon receiving a corrected invoice.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>31</b>	Dane County shall not be responsible for paying any general charges, including but not limited to 'sundries', 'miscellaneous parts charge' or transportation, fuel, or other surcharges.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>32</b>	<b>BID AWARD</b>	<b>Spec Compliance</b>	
<b>33</b>	Dane County intends to award multiple vendors in order to ensure equipment availability to County Departments.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>34</b>	Equipment and pricing shall apply to any Dane County Department that needs to rent equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Section 2 – Bid Specifications – Submit with Bid**

35	<b>SERVICE AGREEMENTS/CONTRACTS</b>	<b>Spec Compliance</b>	
36	A Master Service Agreement for equipment rental must be submitted with your proposal.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
37	The Master Service Agreement will be reviewed and negotiated between Dane County and the vendor. This will alleviate the need to have a Dane County staff member sign a service agreement every time equipment is rented. The negotiated and accepted Master Service Agreement would apply to all rentals under this bid/contract..	<input type="checkbox"/> YES	<input type="checkbox"/> NO
38	<b>PRICING AND EQUIPMENT SPECIFICATIONS</b>	<b>Spec Compliance</b>	
39	The pricing and equipment specifications Excel spreadsheet shall be completed and submitted along with this completed RFB document.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
40	Pricing includes a Vendor Drop Off and Pick Up (Vendor Drop/Pick Up) and County Pick Up and Drop Off option for each Rate. Both options must be filled out.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
41	<p>There are 4 rates on the pricing spreadsheet:</p> <ol style="list-style-type: none"> <li>1. Daily Rate</li> <li>2. 1 Week Rate</li> <li>3. 4 Week Rate</li> <li>4. April – October Rate (Highway Construction Season)</li> </ol> <p>For the 2022 Term, The April – October Rate may be pro-rated depending on the timing of the award or contract date.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
42	Fields 71-88 have been left blank to allow vendors to add in common equipment that gets rented out. These fields are optional and are not required to be filled in.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
43	Specs noted from Line 107 – 215 must be completed by any vendor who will be submitting pricing for those pieces of equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO



**PRICE PROPOSAL**

1. 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.
2. Download the Excel Spreadsheet titled “122036 – Pricing – AEC Event & Highway Equipment Rentals”.
3. Fill in the Vendor Name (Row 4).
4. Provide Vendor Drop/Pick Up and County Pick Up/Drop pricing for each Rate Category (Daily, 1 Week, 4 Week, April-Oct).
5. Lines 89-106 must be completed.
6. Some equipment have more detailed specifications (Lines 107 – 215). If a vendor will be submitting pricing for equipment listed in Lines 107-215, the Yes or No specs along with the make/model of the equipment must be filled out for each piece of equipment.
7. Once the Pricing Spreadsheet is completed, save it and upload the Excel Spreadsheet with your bid submission packet to the Dane County Purchasing Dropbox located on the Dane Purchasing website. (<https://www.danepurchasing.com/bids>).

**REMINDER:** if there are any questions regarding specifications and/or pricing, please contact Dane County Purchasing a minimum of 5 business days prior to the bid deadline.