



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 11/2019

RFP NUMBER: **120020**

RFP TITLE: **Laser Print Bills, Notices, and Other Forms**

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

PROPOSALS
MUST BE **BIDS@COUNTYOFDANE.COM**
SUBMITTED TO:

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

DIRECT
ALL INQUIRES TO:

Megan Rogan
Purchasing Officer
608-283-1487
rogan.megan@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

Up-to-date Vendor Registration

Read Entire RFP Document

Cost Proposal
(Separate from RFP Response)

RFP Response
(Separate from Cost Proposal)

Email Proposals with Subject Line containing:

- Bid Number
- Bid Title

DATE ISSUED

Monday, February 17, 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 to provide printing of tax bills, various notices, and other reports and forms as requested for the Dane County Treasurer and the Planning and Development Department 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 directed to the **person indicated on the cover page** of the RFP Document. (Electronic mail is the preferred method)

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.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

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
February 17, 2020	RFP Issued
March 13, 2020	Last day to submit written inquiries (2:00 p.m. CST)
March 17, 2020	Addendums or supplements to the RFP posted on the Purchasing Division website
March 31, 2020	Proposals due (2:00 p.m. CST)
Week of April 6, 2020	Interviews (if needed)
Week of April 13, 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 electronic mailbox of the Dane County Purchasing Division 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.

Electronic Mailbox – BIDS@COUNTYOFDANE.COM unless otherwise specified.

Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be provided in PDF format with the following information in the email subject line:

- RFP Number
- RFP Title

SECTION 1 – GENERAL INFORMATION

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. The RFP opening is open and can be attended by the public. The opening for this solicitation will take place at:

Dane County Annex Building
1709 Aberg Ave. Suite B
Madison, WI 53704

1.9 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.

1.10 Proposal Organization and Format

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

1.11 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, proposer hereby agrees 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.

1.12 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.

1.13 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.

1.14 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.

1.15 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.

1.16 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.nlr.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 XXX. 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/or site visits 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
Organizational Capabilities (Section 4.4)	10%
Staff Qualifications (Section 4.5)	25%
Mandatory Requirements (Section 4.7)	35%
Cost	Percent
Cost (Section 4)	30%
Total	100%

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

SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

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.

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

Dane County Purchasing website: www.danepurchasing.com

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

3.2 **Scope of Services/Specification Overview**

3.2.1 **Project Description**

Since 1999, Dane County has outsourced the printing of tax bills, various notices, and a number of reports and other forms. The County would like to have our printing needs supported in this matter and have assurance that these vital documents will be printed and delivered with a high level of quality, timeliness, and professionalism.

Files that need to be printed will be sent from Dane County to a secure FTP site that the printing services provider supports. The printing service provider will check to see if there are files that need to be printed on a daily basis.

Standard print jobs will be defined for the service provider by Dane County. Any special print job specifications will be handled through email, phone or other form of communication with the service provider.

Dane County requires a 24-hour turnaround on printing requests during November and December for tax bill processing. Except for these bills, printing turnaround shall be 72 hours or less, when agreed upon in advance by both parties. These turnaround times include the printing services provider adding a 2D barcode to the documents for sorting of tax bills and reminder notices by an exact match on both the name and mailing address.

Special forms, stock and binding may be required as part of this contract. Additional charges may be incurred for items outside of the normal items included in this agreement.

3.2.2 **Current Operations**

Dane County currently contracts with Business Communication Solutions (BSC) for a portion of its printing needs. This is a close partnership producing timely delivery of perfect images used for machine printing, sorting, folding, insertion, remittance processing, and the associated reports surrounding the assessment and tax functions of the County. Of necessity, the accuracy of these projects is paramount. Dane County is accustomed to high quality timeliness, output and provider responsiveness.

Dane County also continues to use its in-house printing services as needed throughout the year.

3.2.3 Technical Requirements

Notification and Format of Jobs to be Printed

Files to be printed will be placed on the provider's secure FTP site. Then provider will check each morning at 9 AM for files to be printed. Any files that are not on the providers FTP site by 9 AM will require special treatment or may be delayed one (1) day with the prior approval of Dane County. Any files on FTP site by 9 AM must be delivered by 1 PM the following business day. Files requiring special treatment or shorter turnaround time will be sent to the FTP site with notification through a phone call or email to the company providing the service. Assessment files to be printed will be placed on the provider's secure site. An email will be sent in conjunction with this placement that includes the print parameters and delivery specifications. In the event that a job must be printed, sorted, folded, inserted and mailed, the timeframe is slightly more flexible, but cannot exceed 72 hours.

Jobs will be sent with forms embedded in the data file as PDFs and will always be in black and white. Color printing will not be necessary or desired. Labels will either be in PDF or a Microsoft Excel compatible format. The printing services provider adds a 2D barcode to the documents for sorting of tax bills and reminder notices by an exact match on both the name and mailing address..

Minimum Requirements

The contractor must have equipment and the capability to provide the following minimum services. Requirements may change from time to time over the life of the contract:

- Laser Print portrait duplex on 8-1/2" x 11" 24 lb. bond with a horizontal perforation 3-2/3" from the bottom of the form.
- Laser print portrait sing-side on 8-1/2" x 11" 20 lb. bond with a perforation 3-2/3" from the bottom.
- Laser print duplex portrait on 8-1/2" x 11" with a perforation 3-2/3" from the bottom (perforated lower 1/3" is a postcard).
- Fold 8-1/2" x 11" forms in thirds.
- Insert folded 8-1/2" x 11" form(s) in window envelopes.
- Insert folded 8-1/2 x 11" form(s) along with a return envelope in window envelopes.
- Apply postage to envelopes, and securely deliver to the USPS post office, either as processed, or mailed in one batch, at Dane County's direction.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Laser print landscape/duplex on 8-1/2" x 11" 20 lb. Bond with 3 hole punch on top.
- Laser print various size labels (primarily 1.33" x 4", 1" x 4", and 2" x 4")
- Organize and assemble reports, place into binders and sort by assessor.
- Add a 2D barcode to the documents to be used for machine sorting of tax bills and reminder notices by an exact match on both the name and mailing address.

Guarantee to Meet Printing Needs

The provider must guarantee the ability to print and deliver printouts for the cost submitted in Section 5 – Cost Proposal. All print jobs must be printed and delivered to Dane County within 24 hours of notification, or mailed as directed. The ability to meet printing deadlines is a major consideration in award of this RFP. On-site pick-up of printed products may also be coordinated at the direction of Dane County.

Volume of Printing

The forms and volumes may change significantly over the life of this contract. The contract should be viewed as a partnership with Dane County to meet Dane County's printing needs. The annual volume projections include 20,000 printed images of assessment rolls, 200,000 tax bills, and 63,000 printed images of second installment notices. Labels and miscellaneous reports could account for approximately 30,000 printed images.

Specific Forms

Tax Bills – Tax Bills are currently printed on 8 1/2" x 11" 24 lb. bond with micro-perforation 3-2/3" from the bottom of the page. The 3-2/3" page portion is to be mailed back by the taxpayer to the local jurisdiction with payment. The bills are printed on the blank side of page with a preprinted back page. The back page is the same for all bills; only the front changes. The front of the bill is sent in an Adobe PDF file.

The back of the page is set up and printed in advance, must conform to the current Department of Revenue specifications, and must be verified for accuracy each year in October in writing with the Deputy Treasurer.

A sample run of tax bills must be completed each year at the beginning of the cycle to verify that the transfer process and printing works correctly. This includes the transfer of a PDF file from the County to the contractor, the printing of fifty samples from each file, and the return of the printed samples to Dane County for quality assurance checking. Generally, this verification cycle takes less than five (5) days.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

Some files are printed in duplicate. Most copies will be tri-folded for mailing; others will remain unfolded and be delivered as flat copies. Turnaround time on tax bills is critical. We require 24-hour turnaround times for business day processing. Files sent on Friday morning must be returned on Monday by noon. The tax bills are generally printed during the last week in November and first two weeks in December. Tax bill files are separated into Personal Property and Real Estate for the 60 municipalities so there are 120 files processed during his period.

Printing of bills must be strictly accounted for. The number of bills indicated in the notification of file transmittal emailed to the provider must match the number of bills printed. Discrepancies must be investigated and reconciled between parties within 24 hours.

Contractor must provide folding and insertion into window envelopes for local municipalities who desire to sort their own tax bills and contract separately with the contractor for the service. Postage and delivery to the local USPS branch may also be selected. The contractor shall provide on-site sorting space, and shall separately invoice the subject municipality for the folding, insertion, and/or postage services they provide for the subject at an established rate per service. This rate shall not be different in same year for any municipality.

Contractor will securely warehouse all County overstock for use on future projects at no charge to Dane County.

Assessment Rolls – Assessment Rolls will be printed landscape duplex on 8-1/2" x 11" 20 lb. paper and three hold punched on top 11" side. Rolls can be printed as early as January, but in some years are printed as late as June. The initial file needs to be sent to the printing company along with auxiliary reports, collated and placed in binders to be picked up by assessors. Turnaround time cannot exceed two weeks. Additional rolls may be printed throughout the year. Assessment rolls range in size from 6 printed sides to 2200 printed sides per district.

Final Installment Notices – Notices for the final tax payment installment for printed in May and mailed to all taxpayers who have not fully paid their taxes for the prior year. The Notice must be printed portrait one-side on 8-1/2" x 11" 20 lb. bond with a perforation 3-2/3 from the bottom; the lower page portion is to be detached and mailed with payment to Dane County. Final Installment Notices must be printed with an OCR-A font (ISO 1073-1; 1976) at the bottom of the page. Proposers must be able to apply the data line to each notice perfectly so this font and placement is readable by the Remittance Processor used by the County. The character string will be part of the PDF. Placement and readability must be verified before notices are printed annually. County staff will sort these notices on-site at the contractor premises prior to mailing to identify multiple notices to be mailed in the same envelope to the same address. These sorted notices must be inserted into window envelopes along with blue preprinted #9 return envelopes. This mailing must be done on the same day at the same United State Post Office branch.

Double-window Envelopes for Tax Bill and Final Installment Notice Mailing

This envelope must provide complete visibility of the entire taxpayer mailing address and the County return address, conforming exactly to the folded notice inside.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

The provider will obtain, provide and warehouse overstock on double-window envelopes and #9 return envelopes suitable for mailing tax documents.

1. Annually, in October, the Deputy Treasurer will order double window envelopes in boxes of 500. In cases of five boxes to one case, to be delivered to the County during the last week of November. Provider will bill County for such stock.
2. Contractor will hold prescribed cases from this stock for subject municipalities who contract with the provider to insert and mail the subject's bills. This will occur at the local municipalities' who contract with the provider to insert and mail the subject's bills. This will occur at the local municipalities' option in the first two weeks of December annually.
3. Annually in April, the Deputy Treasurer will order and contractor will obtain envelope stock (white double-window and blue #9 pre-addressed return), to be used in insertion and mailing second installment notices for the County. The preaddressed blue #9 envelope with County return address will be verified with a written acceptance of a proof copy by the Deputy Treasurer. Contractor must provide sufficient on-site space for Dane County staff to sort and prepare second installment notices. Dane County shall not be charged any fee for this access, space, or sorting.
4. Contractor will securely warehouse all County overstock for use on future projects at no charge to Dane County.

Miscellaneous Reports

The following reports may also need to be printed by the successful vendor, but portions may be printed in-house at Dane County.

Assessor's labels – Approximately 60,000 labels are printed each year. These are printed in January or February. The labels are printed on 1.33" x 4" sized labels.

Change of Assessment Notice – Printed on 8-1/2' x 11" 2- lb. bond.

Cross Reference Reports – Printed on 8 ½" x 11" 2- lb. bond. These reports are printed sporadically throughout the year. They will range from several hundred pages to several thousand pages.

Mail Labels – Printed sporadically throughout the year. These are printed on 1"x4" sized labels.

Additional Considerations

The local assessors may require assessment notices to be sent by the contractor. Terms will be agreed upon between the assessor and contractor.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

The local assessor or local municipality may require shipment of certain reports. Contractor will charge the requesting local assessor or local municipality for the service. The County will not be responsible for report shipping charges incurred.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals should 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: Introduction

Provide a one-page overview of the firm's interest in the work described in this RFP.

4.4 Tab 2: Organization Capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. Provide specific examples of direct experience serving local government agencies similar in size to Dane County in the production of tax and assessment documents.

4.5 Tab 3: Staff Qualifications

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

4.6 Tab 4: Proposer References

Include a list of organizations, including points of contact (name, address, and telephone number), which 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.

4.7 Tab 5: Mandatory Requirements

The following requirements are mandatory; compliance will not be waived. Proposers must include in their proposals a written statement of how each mandatory requirement is currently being met. Include specific examples of providing similar work. The proposer must be able to perform/provide each mandatory task/requirement at the time of submitting a response to this RFP. Future capacity and/or planned improvements are not considered compliant.

4.7.1 Proposers must have the capacity to produce a minimum of 20,000 tax bills per day during the period of the last week of November through the second Monday in December annually.

4.7.2 Proposers must provide delivery of printed tax bills between 8:00 am and 4:00 pm on a 24 hour turnaround each business day during the period of the last week in November through the second Monday in December annually.

4.7.3 Final Installment Notices must be printed with an OCR-A font (ISO 1073-1: 1976) at the bottom of the page. Proposers must be able to apply this data line to each notice perfectly so this font and placement is readable in the Remittance

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

Processor used by the County. The character string will be part of the PDF. Placement and readability must be physically verified by Dane County personnel annually using a fifty (50) bill test run before the balance of the notices are printed.

- 4.7.4 Proposers must have and provide sufficient on-site space for Dane County staff to sort and prepare second installment notices for mailing during the last two weeks of May annually. The same accommodations must be provided to subject municipalities who contract with the provider to stuff and mail the subject tax bills in the first two weeks of December annually. Neither Dane County nor the subject municipality shall be charged any fee for this access, space, or sorting.
- 4.7.5 Proposer must have sufficient secure space to store and protect Dane County overstock on all items for County projects, and must provide that storage at no charge to Dane County.
- 4.7.6 Proposer must be able to apply correct bulk mailing rates for all County mailing services. Provider may not charge more than the stamped rate for any postage fee than the USPS rate available to Dane County to the lowest legal applicable rate for the subject mailing.

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 RFP posting. 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.

The Cost Proposal submission shall be in PDF format and titled “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 #:	
---------------------	--	------------------------------	--

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 1.11)		
<input type="checkbox"/>	No information designated as confidential and proprietary.	
Section #	Page(s) #	Topic

Cooperative Purchasing (Reference 1.12)	
<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 1.14)						
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"/> Green	<input type="checkbox"/> Jefferson
				<input type="checkbox"/> Sauk	<input type="checkbox"/> Dodge	<input type="checkbox"/> Rock
						<input type="checkbox"/> Iowa

Fair Labor Practice Certification (check only 1) (Reference 1.16)	
<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

SECTION 7 – STANDARD TERMS AND CONDITIONS

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

SECTION 7 – STANDARD TERMS AND CONDITIONS

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

SECTION 7 – STANDARD TERMS AND CONDITIONS

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"

SAMPLE 1: Tax Bill & Double Window Envelope

**STATE OF WISCONSIN
REAL ESTATE PROPERTY TAX BILL FOR 2018**

TOWN OF WESTPORT
DANE COUNTY

3H OF WISCONSIN LLC
7156 W 127TH ST 101
PALOS HEIGHTS IL 60463

BILL NUMBER: 660499

IMPORTANT: - Correspondence should refer to parcel number.
- See reverse side for important information.
- Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

3474308 3159531 32806/36 D844/71 ACRES: 1.000
SEC 14, T 08 N, R 09 E, NW¼ of NW¼
PLAT: MB-METES AND BOUNDS
SEC 14-8-9 NW¼/4NW¼ EXC PRT ANNEXED TO VIL
OF WAUNAKEE IN DOC #2821559

Property Address:

Assessed Value Land 800	Ass'd. Value Improvements	Total Assessed Value 800
Est. Fair Mkt. Land 900	Est. Fair Mkt. Improvements	Total Est. Fair Mkt. 900

Parcel #: 0809-142-8501-3
Alt. Parcel #:

Ave. Assmt. Ratio 0.9104	Net Assessed Value Rate (Does NOT reflect credits) 0.016825293
<input type="checkbox"/> A Star in this box means Unpaid Prior Year Taxes	School taxes reduced by school levy tax credit \$1.77

Taxing Jurisdiction	2017		2018		2017 Net Tax	2018 Net Tax	% Tax Change
	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.			
STATE OF WISCONSIN						0.00	
DANE COUNTY		126,237		133,171	3.03	2.98	-1.7%
TOWN OF WESTPORT		223,288		210,023	1.40	1.62	15.7%
WAUNAKEE SCHOOL DIST	5,455,993		5,589,842		7.86	7.78	-1.0%
WAUNAKEE FIRE					0.34	0.28	-17.6%
MADISON TECH COLLEGE	749,417		735,284		0.79	0.80	1.3%
Total		6,554,935		6,668,320	13.42	13.46	0.3%
		First Dollar Credit Lottery & Gaming Credit Net Property Tax			13.42	13.46	0.3%

<p>Make Check Payable to: TOWN OF WESTPORT THOMAS G WILSON TREASURER 5387 MARY LAKE RD WAUNAKEE WI 53597</p>	<p>Full Payment Due On or Before January 31, 2019 \$13.46</p> <p>Or First Installment Due On or Before January 31, 2019 \$13.46</p>	<p>Net Property Tax 13.46</p>
<p>And Second Installment Payment Payable To DANE COUNTY TREASURER T ADAM GALLAGHER PO BOX 1299 MADISON WI 53701-1299</p>	<p>And Second Installment Due On or Before July 31, 2019 \$0.00</p>	
<p>FOR TREASURERS USE ONLY</p> <p>PAYMENT _____</p> <p>BALANCE _____</p> <p>DATE _____</p>		

TOTAL DUE FOR FULL PAYMENT
Pay By January 31, 2019
▶ \$ 13.46

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.

▼ PLEASE RETURN LOWER PORTION WITH REMITTANCE ▼

TOWN OF WESTPORT
THOMAS G WILSON TREASURER
5387 MARY LAKE RD
WAUNAKEE WI 53597

Check For Billing Address Change.

000027

REAL ESTATE PROPERTY TAX BILL FOR 2018

Bill #: 660499
Parcel #: 0809-142-8501-3
Alt. Parcel #:

Total Due For Full Payment \$13.46
Pay to Local Treasurer By Jan 31, 2019

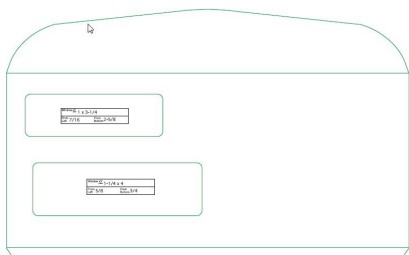
OR PAY INSTALLMENTS OF:	
1ST INSTALLMENT Pay to Local Treasurer \$13.46 BY January 31, 2019	2ND INSTALLMENT Pay to County Treasurer \$0.00 BY July 31, 2019

FOR TREASURERS USE ONLY

PAYMENT _____


BALANCE _____

DATE _____



Payment	Pay your property taxes to the appropriate treasurer as identified on the front of this tax bill.
Failure to Pay Timely	If your tax bill qualifies and you choose to pay your taxes in installments, you must pay each installment on or before 5 working days after the due date or the TOTAL amount of your remaining unpaid taxes, special assessments, special charges and special taxes (if any) will be delinquent (sec. 74.11(7), 74.12, or 74.87, Wis. Stats.). All delinquent taxes are subject to interest of 1% per month (fraction of a month counts as a whole month) from February 1 until paid and may be subject to an additional penalty (sec. 74.47, Wis. Stats.). The payment <u>must</u> be received by the treasurer within 5 working days of the due date.
Personal Property	Personal property taxes, except improvements on leased land, must be paid in full on or before 5 working days after January 31 or the taxes are delinquent.
Receipts	Provide/include a copy of this tax bill or payment stub with your check. If you are requesting a receipt, enclose a self-addressed, stamped envelope. If making payment by check, your tax receipt is not valid until the check has cleared all financial institutions.
Estimated Fair Market Value	In addition to the assessed value, Wisconsin law requires that your taxation district show the estimated fair market value of taxable property on property tax bills for all classifications except agricultural land. This estimated fair market value reflects the approximate market value of your property as of January 1 of the year shown at the top of this bill. Note: Land classified undeveloped or agricultural forest is assessed at 50% of market value under Wisconsin law. Additional property value information may be available on your municipality or county website. (See below: Use Value Assessment)
State Taxes	The State of Wisconsin no longer imposes the forestation state tax.
Referenda / Resolutions	For informational purposes only – Wisconsin law requires information to be displayed for any temporary property tax increases approved through a referendum or resolution by a county, municipality, school district, or technical college. For more information, contact the appropriate district directly.
Use Value Assessment	Wisconsin law does not require that the estimated fair market value be shown for agricultural land. Any parcel benefiting from use value assessment may be subject to a penalty under sec. 74.485, Wis. Stats., if the use of the parcel changes. For more information, contact your local assessor or the Wisconsin Department of Revenue, PO Box 8971, Madison WI 53708-8971.
Additional Tax Credits Available	Certain Wisconsin property owners and renters may qualify for additional tax credits and/or loan assistance under special programs administered by the Wisconsin Department of Revenue (DOR), the Department of Agriculture, Trade and Consumer Protection (DATCP), and WHEDA. Some income and residency restrictions apply. For more information on several of these programs, visit the DOR website: www.revenue.wi.gov . <u>Income Tax Credits</u> – Wisconsin Department of Revenue, PO Box 8949, Madison WI 53708-8949 <ul style="list-style-type: none"> • Homestead Credit – dorhomesteadcredit@wisconsin.gov • Farmland Preservation Credit – dorfarmlandpreservationcredit@wisconsin.gov • School Property Tax Credit – dorincome@wisconsin.gov • Veterans and Surviving Spouses Property Tax Credit – dorincome@wisconsin.gov <u>DATCP Credit</u> – Wisconsin Department of Agriculture, Trade and Consumer Protection, PO Box 8911, Madison WI 53708-8911 <ul style="list-style-type: none"> • Farmland Preservation Credit <u>Loan Assistance</u> – WHEDA, PO Box 1728, Madison WI 53701-1728 <ul style="list-style-type: none"> • Property Tax Deferral Loans for the Elderly – underwriting@wheda.com <u>Property Tax Credits</u> – Wisconsin Department of Revenue 6-97, PO Box 8971, Madison WI 53708-8971 <ul style="list-style-type: none"> • Lottery and Gaming Credit – lgs@wisconsin.gov • First Dollar Credit – lgs@wisconsin.gov • School Levy Tax Credit – lgs@wisconsin.gov

SAMPLE 2: Final Installment Notice, Single Window Envelope & Return Envelope



NOTICE OF REAL ESTATE TAX DUE

NOTICE DATE: 05/13/2019

(PROPERTY OWNER NAME ON RECORD) REMIT TO:

0511-081-1055-3 STOUGHTON REV TR
479 GARFIELD AVE
EVANSVILLE WI 53536

DANE COUNTY TREASURER
T ADAM GALLAGHER
PO BOX 1299
MADISON WI 53701-1299

PROPERTY NUMBER YEAR	TAX PAID	OTHER CHARGES PAID	UNPAID TAX BALANCE	INTEREST & PENALTY DUE	OTHER CHARGES DUE	TOTAL DUE
0511-081-1055-3 2018	4,144.17	CITY OF STOUGHTON 0.00	4,144.16	425 S SIXTH ST 0.00	0.00	4,144.16

TOTAL POSTPONED TAX DUE ON OR BEFORE JULY 31ST -----> \$ 4,144.16

TOTAL AMOUNT DUE (POSTPONED) -----> \$4,144.16

Tax Payments are due on or BEFORE July 31 and must be postmarked by MIDNIGHT JULY 31, 2019.

TO PAY IN PERSON: 210 Martin Luther King Jr Blvd Room 114, Madison WI
TO PAY ONLINE GO TO: treasurer.countyofdane.com
FOR QUESTIONS PLEASE EMAIL US AT: treasurer@countyofdane.com
LATE PAYMENTS ARE SUBJECT TO INTEREST AND PENALTY OF 1.5% PER MONTH FROM FEBRUARY 1. (i.e. Feb Thru Aug = 10.5%)

▼ **PLEASE DETACH AND RETURN LOWER PORTION WITH REMITTANCE.** ▼

REMIT TO:

DANE COUNTY TREASURER
T ADAM GALLAGHER
PO BOX 1299
MADISON WI 53701-1299

NOTICE OF REAL ESTATE TAX DUE

NOTICE DATE: 05/13/2019

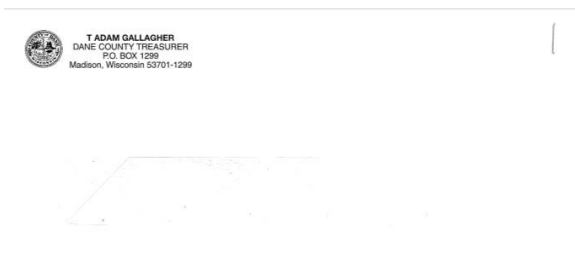
PROPERTY NUMBER	YEAR	TOTAL
0511-081-1055-3	2018	4144.16

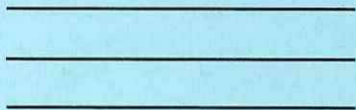
XXXX

0511-081-1055-3 STOUGHTON REV TR
479 GARFIELD AVE
EVANSVILLE WI 53536

TOTAL AMOUNT DUE -----> \$4,144.16

09 051108110553 0006288334 0004144168 3 rd





PLACE
STAMP
HERE

DANE COUNTY TREASURER
PO BOX 1299
MADISON WI 53701-1299



COUNTY OF DANE COUNTY
 REAL ESTATE CROSS REFERENCE REPORT
 TOWN OF BLACK EARTH
 OWNER NAME
 PARCELS FOR 2014

REPORT #: CROSSREFLST
 RUN DATE: 06/06/2014
 RUN TIME: 10:28 AM
 PAGE: 1

OWNER NAME	PARCEL NUMBER	TAX ADDRESS CITY, STATE, ZIP	PROPERTY ADDRESS
ADAMS, JASON K	0806-192-8575-0	11061 US HIGHWAY 14 MAZOMANIE WI 53560	11061 US HIGHWAY 14
	0806-192-8580-0	11061 US HIGHWAY 14 MAZOMANIE WI 53560	
ADAMS, YASMINE	0806-192-8575-0	11061 US HIGHWAY 14 MAZOMANIE WI 53560	11061 US HIGHWAY 14
	0806-192-8580-0	11061 US HIGHWAY 14 MAZOMANIE WI 53560	
ADLAND INVESTMENTS LLC	0806-222-9365-0	10247 OLSON RD MAZOMANIE WI 53560	10247 OLSON RD
ADLER, BRYAN J	0806-211-8050-1	10339 COUNTY HIGHWAY KP MAZOMANIE WI 53560	10339 COUNTY HIGHWAY KP
ADLER LE, OLIVE M	0806-191-8470-8	5585 MAHOCKER RD MAZOMANIE WI 53560	5585 MAHOCKER RD
ADLER LTD PRTNSP, LAWRENCE H & TAMMY L	0806-191-8001-5	5585 MAHOCKER RD MAZOMANIE WI 53560	5565 MAHOCKER RD
	0806-191-8470-8	5585 MAHOCKER RD MAZOMANIE WI 53560	5585 MAHOCKER RD
	0806-191-9000-4	5585 MAHOCKER RD MAZOMANIE WI 53560	
	0806-191-9530-3	5585 MAHOCKER RD MAZOMANIE WI 53560	
ALDO LEOPOLD NATURE CENTER INC	0806-321-8501-2	300 FEMRITE DR MONONA WI 53716	10648 SUTCLIFFE RD
ALTA PROPERTIES INC	0806-251-8320-6	PO BOX 1274 BELOIT WI 51312-1274	
ASMUTH REV TR, JOHN L & ELEANOR H	0806-261-8561-3	124 MAIN ST BLACK EARTH WI 53515	124 MAIN ST
AYERS, KENNETH L	0806-334-8500-8	4911 COUNTY HIGHWAY F BLACK EARTH WI 53515	
	0806-334-9002-0	4911 COUNTY HIGHWAY F BLACK EARTH WI 53515	4917 COUNTY HIGHWAY F
	0806-334-9220-0	4911 COUNTY HIGHWAY F BLACK EARTH WI 53515	4911 COUNTY HIGHWAY F
AYRES, JASEN	0806-334-9300-8	4903 COUNTY HIGHWAY F BLACK EARTH WI 53515	4903 COUNTY HIGHWAY F
BACH LE, BERNARD	0806-253-9325-7	9713 KAHL RD BLACK EARTH WI 53515	9713 KAHL RD
BACH LE, JACOLYN R	0806-253-9325-7	9713 KAHL RD BLACK EARTH WI 53515	9713 KAHL RD
BACH STREIFFER, TAIYA RENAE	0806-253-9325-7	9713 KAHL RD BLACK EARTH WI 53515	9713 KAHL RD

REPORT #: LEGL5162LBL 01/13/2015
2014 Tax Year
CITY OF EDGERTON
Print Document # if document has both types
Suppressing Plat Code & Description
Suppressing Change Date
Sorting by Property Number

0512-341-8691-2 19.017
SIMMONS PROPERTIES LLC
43 US HWY 51 N
EDGERTON WI 53534
5068491 4382771 15673/44
SC: 1568 SD: 61EF-F SD: 0400
34-05N-12E NW NE
SEC 34-5-12 S1/2 NW1/4NE1/4 EXC TO DOT IN

0512-341-8691-2 # 2
R14650/7-9 & ALSO EXC 10' STRIP REMAINING
IN TOWN OF ALBION

0512-341-9020-2 29.200
SIMMONS PROPERTIES LLC
43 US HWY 51 N
EDGERTON WI 53534
5068491 4382771 2254921
SC: 1568 SD: 61EF-F SD: 0400
34-05N-12E SW NE
SEC 34-5-12 SW1/4 NE1/4 EXC S 693 FT OF E

0512-341-9020-2 # 2
264 FT ALSO EXC W 160 FT OF E 424 FT OF S
285 FT THF EXC R2340/29 & EXC TO DOT IN
R14650/7-9 & R15332/46 EXC 10' STRIP
REMAINING IN TOWN OF ALBION

0512-341-9291-2 4.000
SIMMONS PROPERTIES LLC
43 US HWY 51 N
EDGERTON WI 53534
5068491 4382771 12510/5
SC: 1568 SD: 61EF-F SD: 0400
34-05N-12E SW NE
SEC 34-5-12 PRT SW1/4NE1/4 BEG 264 W OF SE

0512-341-9291-2 # 2
COR TH N 330 FT TH W 428 FT TH SWLY 377.4
FT TH E 611.1 FT TO POB EXC E 160 FT OF S
285 FT THF 4 A M/L

0512-341-9510-2 4.474
EDGERTON, CITY OF
12 ALBION ST
EDGERTON WI 53534
5046027 3140176 2709691 2665527 2127469
SC: 1568 SD: 61EF-F SD: 0400 SD: 6105
34-05N-12E SE NE
BLOCK/CONDO: LOT 1

0512-341-9510-2 # 2
LOT 1 CSM 10027 CS58/252&253-4/26/2001
F/K/A LOT 1 CSM 9373 CS53/146&147 & ALSO
F/K/A PRT LOT 1 CSM 9013 CS50/210&211
DESCR AS SEC 34-5-12 PRT SE1/4NE1/4 (4.474
ACRES)

0512-341-9660-7 5.000
A M MAILING PROPERTIES LLC
1333 BUTTERFIELD RD
DOWNERS GROVE IL 60515
4382972 3056998 31018/57 29517/62 12510/1
SC: 1568 SD: 61EF-F SD: 0400 SD: 6105
34-05N-12E SE NE
BLOCK/CONDO: LOT 1

0512-341-9660-7 # 2
LOT 1 CSM 9088 CS51/63&64-10/29/98 F/K/A
PRT LOT 1 CSM 9013 CS50/210&211 DESCR AS
SEC 34-5-12 PRT SE1/4NE1/4 (5.000 ACRES)

0512-341-9680-3 2.634
EDGERTON, CITY OF
12 ALBION ST
EDGERTON WI 53534
31018/57 29517/62 12510/1
SC: 1568 SD: 61EF-F SD: 0400 SD: 6105
34-05N-12E SE NE
BLOCK/CONDO: LOT 2

0512-341-9680-3 # 2
LOT 2 CSM 9088 CS51/63&64-10/29/98 F/K/A
PRT LOT 1 CSM 9013 CS50/210&211 DESCR AS
SEC 34-5-12 PRT SE1/4NE1/4 (2.634 ACRE S)

0512-341-9710-2 3.247
WI DOT
2101 WRIGHT ST
MADISON WI 53704
4906953 4770252 4470908 4366785 3140176
SC: 1568 SD: 61EF-F SD: 0400 SD: 6105
34-05N-12E SE NE
BLOCK/CONDO: LOT 1

REPORT #: MAILBLBL RUN DATE: 08/13/2014

TOWN OF CHRISTIANA

Real Estate Properties Only

JPMORGAN CHASE BANK NATIONAL ASSOCIATION
7301 BAYMEADOWS WAY
JACKSONVILLE FL 32256

CAMBRIDGE SCHOOL DISTRICT
NOT AVAILABLE
NOT AVAILABLE

WOLF PAVING & EXCAVATING CO OF MADISON
612 N SAWYER RD
OCONOMOWOC WI 53066

CEMETERY
NOT AVAILABLE
NOT AVAILABLE

JOHNSON REV TR, HERBERT C & PATRICIA A
N8493 COUNTY HIGHWAY E
WATERTOWN WI 53094

ARNOLD OLIA
NORA E OLIA
NOT AVAILABLE
NOT AVAILABLE

PAUL A KONIECZNY
TRACI K KONIECZNY
S63W38397 COUNTY ROAD CI
DOUSMAN WI 53118

DAVID J SMITHBACK
APRIL I SMITHBACK
NO ADDRESS PROVIDED
NO ADDRESS PROVIDED

WILLIAM C VOLLA
N4795 COUNTY RD D
HELLENVILLE WI 53137

LARS TOMMERLI
NOT AVAILABLE
NOT AVAILABLE

% REAL ESTATE DEPT-PKW
AMERICAN TRANSMISSION COMPANY LLC
PO BOX 47
WAUKESHA WI 53187-0047

UNKNOWN OWNER
NOT PROVIDED
NOT PROVIDED

PHILIP P ADAS
2667 BILSTAD RD
CAMBRIDGE WI 53523

UNKNOWN OWNER
NOT AVAILABLE
NOT AVAILABLE

DOROTHY L ANDERSON
CAROL A ALME, ET AL
1024 COUNTY HIGHWAY B
CAMBRIDGE WI 53523

UTICA COMMUNITY ASSOC
NONE PROVIDED
NONE PROVIDED

JASON C J ANDERSON
ASHLY K ROBINSON
85 COUNTY HIGHWAY B
CAMBRIDGE WI 53523

JAMES W MORRIS
JOANN H MORRIS
317 NEUSE WINDS DR
ORIENTAL NC 28571

TERRI L ANDERSON
CURTIS E ANDERSON
2587 STATE HIGHWAY 73
CAMBRIDGE WI 53523

BOARD OF REVIEW DATE AND TIME:
 JULY 23, 2014
 9:30 AM -ADJOURN
 CITY HALL

2014 Notice of Changed Assessment

THIS IS NOT A TAX BILL
 Under state law (Sec. 70.365, Wis. Stats.), your property assessment for the current year is listed below.

PARCEL NUMBER
 0708-113-0038-2

CLERK, BOARD OF REVIEW
 LORIE BURNS

TAX DISTRICT: CITY OF MIDDLETON
 COUNTY: DANE COUNTY

DATE: 05/29/2014

CLERK PHONE (608) 821-8346
 ASSESSOR
 PAUL MUSSER

ASSESSOR PHONE (608) 821-8355
 OPEN BOOK DATE AND TIME
 JUNE 3, 2014
 THRU JULY 10, 2014
LEGAL DESCRIPTION
 11-07N-08E NE SW
 7734 ELMWOOD AVE
 BK/CONDO: LOT 2
 LOT 2 CSM 10377
 CS61/122&125-4/24/2002
 F/K/A LOT 1 CSM 9888
 CS57/216&219-11/28/20-...

YEAR	LAND	IMPROVEMENTS	TOTAL	PFC/MFL LANDS
2013	1,134,600	7,351,200	8,485,800	0
2014	1,134,600	9,154,500	10,289,100	0

Reason For Change

1. Gain in territory by annexation
2. Higher land use, new plats, land improvements, and new construction
3. Property formerly assessed as personal property
4. Property formerly exempt now assessed
5. Increase due to revaluation
6. Shift in classification
7. Loss in territory by annexation
8. Property destroyed, removed, or reduced utility
9. Property formerly assessed now exempt
10. Decrease due to revaluation

	GEN. PROPERTY	PFC/MFL LANDS	REASON(S) FOR CHANGE
Increased <input checked="" type="checkbox"/>	1,803,300.00	0.00	
Decreased <input type="checkbox"/>	0.00	0.00	

% INVESTMENT PLANNING CORPORATION
 7770 ELMWOOD AVENUE LLC
 2918 MARKETPLACE DR STE 109
 FITCHBURG WI 53719

Note: If an Agricultural Land Conversion Charge Form PR-298 is enclosed, you must pay a conversion charge under state law (sec. 74.485, Wis. Stats.).

Assessment information

Wisconsin law requires that all taxable property (except agricultural, agricultural forest and undeveloped) is assessed at full market value as of January 1 each year. Assessments at a percentage of full market value are acceptable when applied uniformly. To determine if your assessment is fair, you must analyze it in relation to full market value. This is done by dividing your assessment by the general level of assessment for your municipality.

To appeal your assessment

First, discuss with your local assessor - minor errors and misunderstandings can often be corrected with the assessor instead of making a formal appeal.

To file a formal appeal - complete and file your appeal form with the Board of Review (BOR) clerk - at least 48 hours before or during the first two hours of the BOR's first scheduled meeting. Make sure you file a completed form or the BOR may not review your appeal.

To appeal your assessment in Madison or Milwaukee - you must file your appeal with that city's Board of Assessors. For more information, visit the appropriate website.

- Madison: cityofmadison.com/assessor/assessmentappeals.cfm
- Milwaukee: city.milwaukee.gov/AssessmentAppeals796.htm

For more information on the appeal process:

- Contact your municipal clerk listed above
- Review the "Property Assessment Appeal Guide for Wisconsin Real Property Owners"
 - » Visit revenue.wi.gov and search keyword "Assessment Appeal"
 - » Contact the Department of Revenue, Office of Technical and Assessment Services, Box 8971, Madison WI 53708-8971 to request a copy of the guide

% INVESTMENT PLANNING CORPORATION
 7770 ELMWOOD AVENUE LLC
 2918 MARKETPLACE DR STE 109
 FITCHBURG WI 53719

BOOK	STATE NO	PAGE	YEAR
1	13-221	1	2014

KEY TO CODES

- 1. A - RESIDENTIAL
- 2. B - COMMERCIAL
- 3. C - MANUFACTURING
- 4. D - AGRICULTURAL
- 5. E - UNDEVELOPED
- 5m - AGRICULTURAL FOREST
- 6. F - PRODUCTIVE FOREST LANDS
- 7. G - OTHER

- 1. PFC REG. ENTERED BEFORE 1/1/72
- 2. PFC REG. ENTERED AFTER 12/31/71
- 3. PFC SPECIAL CLASSIFICATION
- 4. COUNTY FOREST CROP
- 5. MFL OPEN ENTERED AFTER 2004
- 6. MFL CLOSED ENTERED AFTER 2004
- 7. MFL OPEN ENTERED BEFORE 2005
- 8. MFL CLOSED ENTERED BEFORE 2005

- 1. FEDERAL
- 2. STATE
- 3. COUNTY
- 4. OTHER

EXEMPT FROM GEN. PROPERTY TAX

TOTAL ACRES THIS LINE

COMPUTER NUMBER PARCEL NUMBER	SCHOOL DIST.	VOL/PAGE - REG. DEEDS	TOTAL ACRES OF DESC	ACREAGE & VALUE OF DESCRIPTION SUBJECT TO GENERAL PROPERTY TAX				CODE	ACRES	VALUE	CODE	ACRES	TOTAL ACRES THIS LINE
				CODE	ACRES	LAND VALUE	IMPROVEMENT VALUE						
1 0512-341-8691-2 SIMMONS PROPERTIES LLC 43 US HWY 51 N EDGERTON WI 53534 EDGERTON SCHOOL DIST 1568 EDGERTON FIRE 61EF-F MADISON TECH COLLEGE 0400		5068491 4382771 15673/44 34-05N-12E NW NE	4	19.017	5000		5000					19.017	
2 0512-341-9020-2 SIMMONS PROPERTIES LLC 43 US HWY 51 N EDGERTON WI 53534 EDGERTON SCHOOL DIST 1568 EDGERTON FIRE 61EF-F MADISON TECH COLLEGE 0400		5068491 4382771 2254921 34-05N-12E SW NE	4 5	27.995 3.000	7400 3000		7400 3000					30.995	
3 0512-341-9291-2 SIMMONS PROPERTIES LLC 43 US HWY 51 N EDGERTON WI 53534 EDGERTON SCHOOL DIST 1568 EDGERTON FIRE 61EF-F MADISON TECH COLLEGE 0400		5068491 4382771 12510/5 34-05N-12E SW NE	4	4.000	1100		1100					4.000	
4 0512-341-9510-2 EDGERTON, CITY OF 12 ALBION ST EDGERTON WI 53534 EDGERTON SCHOOL DIST 1568 EDGERTON FIRE 61EF-F MADISON TECH COLLEGE 0400 TIF 05 6105		5046027 3140176 2709691 34-05N-12E SE NE									4	4.474	
				TOTALS	54.012	16,500	0	16,500	0.000		4.474	58.486	

Printing Request Form:

Please complete the following form and e-mail it to:

Kirk Dresen [kdlsrnet@mailbag.com]

Send a carbon copy to:

Cripps@co.dane.wi.us and yourself

FROM:

Your e-mail address: zellmer@countyofdane.com
Name: Cheryl Zellmer
Phone number: 266-4120

File name:

Sent via:

FTP CD-ROM

Orientation:

Portrait Landscape
 Single Sided Duplex

Folded: Yes (If not checked, No folding required)

Page Size:

8 ½ x 11
 8 ½ x 14
 Other: Label sizes specified

Drilled:

Left
 Top
 None

Returned by:

Standard (24 hour service)
 Other:

Returned to:

Attn:
Room:

Special Instructions:

Number of copies to be printed. Who to contact to pick up reports or if they are to be delivered to County. Other miscellaneous instructions as needed.