



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR BID (RFB)

Revised 05/2021 (S)(LVP)

BID NUMBER: **122054 - REVISED 8/26/22**

BID TITLE: **Dirt Installation & Removal
Services – Alliant Energy
Center Campus**

MANDATORY **August 24, 2022**
SITE VISIT: **10:00 a.m. (CST)**

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

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

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

**DIRECT
ALL INQUIRES
TO:**

Pete Patten
Purchasing Officer
(608) 267-3523
patten.peter@countyofdane.com
www.danepurchasing.com

BID SUBMISSION CHECKLIST

- ☐ Update Vendor Registration
- ☐ Read Entire Bid Document

Completed Bid Packet (In PDF Format)

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

- ☐ Upload Bid Response to Purchasing Bid Dropbox

DATE ISSUED | July 22, 2022

VENDOR INFORMATION

VENDOR NAME: _____

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

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

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

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

Fair Labor Practice Certification (Reference General Guidelines #1.9)
<input type="checkbox"/> Vendor has not been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/> Vendor has been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

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

Signature Affidavit
<p>In signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.</p>

Signature: _____

Title: _____

Printed Name: _____

Date: _____

BID AND SPECIFICATION OVERVIEW

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

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

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

Term: The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run for until December 31, 2023 from that date.

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: September 1, 2022

Term 1: September 1, 2022 – December 31, 2023

Term 2: January 1, 2024 – December 31, 2024

Term 3: January 1, 2025 – December 31, 2025

Term 4: January 1, 2026 – December 31, 2026

Term 5: January 1, 2027 – August 31, 2027

Mandatory Site Visit:

August 24, 2022 @ 10:00a.m. (cst)

1919 Alliant Energy Center Way
Madison, WI 53713

*Any vendor who desires to submit a proposal for this bid must be represented at this site visit.

BID SPECIFICATIONS
Dirt Installation & Removal Services – AEC Campus

The Alliant Energy Center of Dane County (AEC) in Madison is seeking bids for the installation and removal of dirt in the Coliseum, Pavilions, and Arena buildings for livestock shows and other events. Additional work may include installing mulch or removing shavings from the surface of the dirt.

The AEC is a 164 acre event center campus. The AEC hosts several hundred events per year. A portion of these events are livestock events which require the installation and removal of black dirt and Kiser dirt for rings inside buildings and mulch in a variety of locations around campus. Dirt screening may be required occasionally at the discretion of AEC management. The AEC maintains its own supply of black dirt, Kiser dirt and mulch on site. The dirt is utilized in the New Holland Pavilion #1, New Holland Pavilion #2, the Arena Building and the Veteran's Memorial Coliseum. Multiple layers of dirt may be needed on each ring.

AEC management will provide schedules quarterly for planning purposes and update as needed to meet show requirements. The selected vendor will be asked to assist with planning the most cost effective movement of materials. The AEC is highly cost conscious with this work and requires high quality work, completed timely and efficiently to support the livestock shows on campus.

There are instances where AEC management will require quick flips which will require additional equipment and operators to complete work in shorter amounts of time. Proposers shall indicate in the narrative below their ability to meet these requirements on short notice. It is preferred that proposers own their own equipment.

There are approximately 12 hauling events each year. The number of events is not a guarantee and may vary year to year.

A typical job includes the use of a loader, skid steer, and three dump trucks. Below is a list of an example of a typical job. Each job will vary in time needed for completion, scope and equipment requirements.

Install Dirt in Coliseum	# Hours
Dump Truck & Driver	7
Loader & Driver	7
Bulldozer & Driver	7

Remove Dirt from Coliseum	# Hours
Dump Truck & Driver	5
Loader & Driver	5
Skid Steer & Driver	5

Pavilion Show Ring Install	# Hours
Dump Truck & Driver	6
Loader & Driver	6
Bulldozer & Driver	6

Pavilion Show Ring Removal	# Hours
Dump Truck & Driver	5
Loader & Driver	5
Skid Steer & Driver	5

Section 2 – Bid Specifications – Submit with Bid

#	SCOPE OF SERVICES	Spec Compliance	
1	Work must be done in a timely manner within the time restraints allowed for each event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Advance notice from AEC of one to two weeks is typical but notice may be less.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Work will be scheduled during normal business hours when possible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Contractor must be available for overtime and weekend hours as needed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Contractor must be available on short notice at any time during an event in case a show's promoter requires additional dirt, lime, etc. during an event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Minimum one loader and operator	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Minimum three dump trucks and operators	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	Minimum one skid steer and operator	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Minimum one bulldozer and operator	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Efficiently grade dirt.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Own and utilize a laser level to facilitate a level and flat surface for the pre-determined depths of dirt.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	Perform hand work around corners, pillars and other obstacles as needed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	Contractor shall be responsible for damage caused to the building or items within the building such as doorways, lights, speakers, etc. while providing services.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

STAFFING: List number of staffing that is available to provide the services outlined within this bid. At minimum, this should include all operators and which pieces of equipment they operate, backup operators, and any additional staff that would be involved in provide services. **Attach additional pages if necessary.**

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EQUIPMENT: List number and type of pieces of equipment – loader, dump truck, skid loader, etc. Include a detailed description of the type of laser leveling equipment and experience using the laser leveling equipment. Indicate whether each piece of equipment is owned, leased or rented. **Attach additional pages if necessary.**

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CAPABILITIES & PAST EXPERIENCE: Describe your company's capabilities and experience in providing similar services outlined within this bid. Be specific and include dates, costs, size of project, project timelines, deadlines, results, and client contact information. Dane County may contact past clients as reference. **Attach additional pages if necessary.**

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☐ No deviations from bid specifications

☐ Deviations from the bid specifications are present – see list below

Deviation Explanation

[illegible]

PRICE PROPOSAL

VENDOR NAME: _____

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

#	Description	Hourly Rates		
		Regular Rate	Overtime Rate	Weekend Rate
1	Dump Truck & Operator	\$	\$	\$
2	Loader & Operator	\$	\$	\$
3	Skid Steer & Operator	\$	\$	\$
4	Bulldozer & Operator	\$	\$	\$
5	Dirt Screening	\$	\$	\$
6	Compaction - Roller & Operator	\$	\$	\$
7	Compaction – Walk Behind Unit & Operator	\$	\$	\$
8	Future Pricing – Term 2 Increase %			
9	Future Pricing – Term 3 Increase %			
10	Future Pricing – Term 4 Increase %			
11	Future Pricing – Term 5 Increase %			

Regular Rate: defined as Monday – Friday from 7:30am – 4:30pm

Overtime Rate: defined as Monday – Friday outside of 7:30am – 4:30pm

Weekend Rate: defined as Saturday, Sunday and/or Holidays

ALLIANT ENERGY CENTER CAMPUS - DIRT / MULCH MAP

