



**DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION**

REQUEST FOR BID (RFB)

Revised 02/2020 (S)(LVP)

BID NUMBER: 120066

**BID TITLE: Custodial Services – Sheriff
Precincts**

**BID DEADLINE: December 4, 2020
2:00 p.m. (CST)**

**BIDS MUST BE
UPLOADED 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 2 – Vendor Information
- Section 3 – Bid Specifications
- Section 4 – Price Proposal
- Section 5 – Standard Terms & Conditions

Upload Bid
Response to
Purchasing Bid
Dropbox

DATE ISSUED | November 6, 2020

Section 1 – General Bid Guidelines

1. Introduction

Dane County invites and will accept bids for item(s) outlined within this bid. The County as represented by Purchasing Division, intends to use the results of this process to purchase goods or services here within.

2. Clarification/Questions:

Any questions concerning this bid must be submitted in writing by email at least five working days prior to the bid deadline. Requests submitted after that time will not be considered. All inquiries must be directed to the Purchasing Agent indicated on the cover page.

3. Addendums:

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this bid, addenda and/or supplements will be posted on the Purchasing Division web site at www.danepurchasing.com. Bidders are responsible to regularly monitor the web site for any such postings. It is recommended to check the website for addenda prior to submitting a proposal. Bidders must acknowledge the receipt/review of any addenda on the Vendor Information page.

The Purchasing Division has the sole authority for modifications to specifications and/or this bid document.

4. Vendor Registration Program:

All bidders are strongly encouraged to be a registered vendor with Dane County. Registering allows a vendor the opportunity to receive notifications for bids 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 bid 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.

5. Local Purchasing Preference:

Under Dane County Ordinance 25.08(11)(c-e), a Locally Based and Owned Vendor, Locally Operated Vendor, or Non-Locally Operated Vendor may be invited to match the low bid if the low bid is offered by a vendor that is not identified as a Locally Based and Owned Vendor, Locally Operated Vendor, or Non-Locally Operated Vendor according to Dane County Ordinance requirements.

Locally Based and Owned Vendor Criteria

- 1. Your business or corporate headquarters is physically located in Dane County and;
- 2. Your business owners or shareholders totaling more than 50% of ownership live in Dane County and;
- 3. Your business is registered and authorized to do business in the State of Wisconsin.

Locally Operated Vendor Criteria

- 1. Your business is registered and authorized to do business in the State of Wisconsin and;
- 2. Your business has an established place of business within Dane County.
 - o A post office box address does not qualify a vendor as a Locally Operated Vendor.

Non-Locally Operated Vendor Criteria

- 1. Your business is registered and authorized to do business in the State of Wisconsin and;
- 2. Your business has an established place of business in one of the following Wisconsin Counties: Columbia, Dodge, Green, Iowa, Jefferson, Rock, or Sauk.
 - o A post office box address does not qualify a vendor as a Non-Locally Operated Vendor.

Local Purchasing Preference Order of Events:

Locally Based and Owned Vendors:

- 1. When bids are reviewed, the County will determine if a Locally Based and Owned Vendor responding to the bid is the low bidder. If a Locally Based and Owned Vendor is the low bidder, they will be awarded the bid.
- 2. If a Locally Based and Owned Vendor is not the low bidder but is within 15% of the low bid, the County will contact the Locally Based and Owned Vendor and provide that vendor the option of matching the low bid price.
- 3. If no Locally Based and Owned Vendors are among the responding bidders, or the Locally Based and Owned Vendor declines to match the low bid, then the County will determine if a Locally Operated Vendor has responded to the bid.

Locally Operated Vendors:

- 4. If a Locally Operated Vendor is within 10% of the low bid, the County will contact the Locally Operated Vendor and provide that vendor the option of matching the low bid price.
- 5. If no Locally Operated Vendors are among the responding bidders, or the Locally Operated Vendor declines to match the low bid, then the County will determine if a Non-Locally Operated Vendor has responded to the bid.

Non-Locally Operated Vendors:

- 6. If a Non-Locally Operated Vendor is within 5% of the low bid, the County will contact the Non-Locally Operated Vendor and provide that vendor the option of matching the low bid price.
- 7. If no Non-Locally Operated Vendors are among the responding bidders, or the Non-Locally Operated Vendor declines to match the low bid, then the County will award the bid to the low bidder without regard to the location of the vendor.

6. Pricing:

The price quoted shall include all labor, materials, equipment, shipping, and other costs. All prices and conditions outlined in the bid shall remain fixed.

7. Bid Submission and Acceptance:

Multiple bids from a vendor will be permissible, however, each proposal must conform fully to the requirements for bid submission. Multiple bid proposals must be submitted separately and labeled as Bid# 1, Bid# 2, etc.

Dane County reserves the right to accept any part of this bid deemed to be in the best interest of the County. The County also retains the right to accept or reject any or all bids.

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website 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. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name

To Submit a Proposal:

- 1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
- 2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
- 3. Type in the Email, First Name, Last Name and Company information and click Continue.
- 4. Drag and drop the RFP files one at a time into the “Drag files here” box.
- 5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
- 6. Confirm all files have been uploaded and then close out of the window.

Dane County Purchasing strives to post a bid summary to www.danepurchasing.com on the same day as the bid is due. The bid opening is public and can be attended. This bid opening will occur on the date and time noted on the bid cover page at the following address: 1709 Aberg Avenue Suite B, Madison, WI 53704.

8. Cooperative Purchasing

Participating in cooperative purchasing gives vendors the opportunity for additional sales without additional bidding. Municipalities and state agencies use cooperative purchasing 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 municipalities and state agencies 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.

9. Award:

The County will award the bid to the responsive and responsible bidder whose bid is most advantageous to the County. In determining the most advantageous bid, the County will consider criteria such as, but not limited to, cost, bidder’s past performance and/or service reputation, and service capability, quality of the bidder’s staff or services, customer satisfaction, references, the extent to which the bidder’s staff or services meet the County’s needs, bidder’s past relationship with the County, total long term cost to the County, fleet continuity and any other relevant criteria listed in this solicitation.

Written notice of award to a vendor in the form of a purchase order or other document, mailed or emailed to the address shown on the bid will be considered sufficient notice of acceptance of bid.

This contract and any part thereof shall not be subcontracted or assigned to another Contractor without prior written permission of the County. The Contractor shall be directly responsible for any Subcontractor’s performance and work quality when used by the Contractor to carry out the scope of the job. Subcontractors must abide by all terms and conditions under this Contract.

10. Payment Terms and Invoicing:

Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment shall be submitted to the bill to address and/or County Representative listed on the Dane County purchase order. The Dane County purchase order number must be noted on the submitted invoice.

Other incidental or standard industry charges not identified herein, are not allowed under this contract. Miscellaneous service charges used to help the Contractor pay various fluctuating current and future costs are not allowed. These charges include, but are not limited to, costs directly or indirectly related to the environment, energy issues, fuel charges, service and delivery of goods and services.

11. Permits and Licenses:

The Contractor selected under this bid shall be required to obtain the necessary permits and licenses prior to performing any work under this contract. The Contractor will be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract.

Contractor must be financially responsible for obtaining all required permits and licenses to comply with pertinent regulations, municipal, county, State of Wisconsin and Federal laws, and shall assume liability for all applicable taxes.

12. Satisfactory Work:

Any work found to be in any way defective or unsatisfactory shall be corrected by the Contractor at its own expense at the order of the County. The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The County reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.

13. Government Standards:

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. Bidders shall comply with all local, state and federal regulations, directives and laws.

14. Warranty:

The length, time, and conditions of warranty must be attached to or stated in the bid document. The seller and/or manufacturer warrants that the goods sold hereunder will be merchantable quality, will conform to applicable specifications, and will be free from defects in material and workmanship and will be fit for the particular purpose intended.

Warranty does not commence until after the complete unit has been accepted and placed into service by the user agency. Bidder shall indicate the name and the geographical location of the nearest authorized dealer to perform subsequent warranty service. This information shall be stated in the pricing section of bid or otherwise specified.

15. Inspection of Premises/Vendor Site Visit:

Bidder's may inspect site(s) prior to submitting bids to determine all requirements associated with the project by contacting the Purchasing Agent listed on the cover page. Failure to do so will in no way relieve the successful bidder from the necessity of providing, without additional cost to the County, all necessary services that may be required to carry out the intent of the resulting contract.

16. Contracting Assignment – Subcontractors

This contract and any part thereof shall not be subcontracted or assigned to another Contractor without prior written permission of the County. The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of the job. Subcontractors must abide by all terms and conditions under this Contract.

17. Contract Additions

The County reserves the right to add new items and locations at a price conforming to other like items on the contract. The procedure for such additions shall be as follows:

The County Purchasing Agent will contact the vendor requesting pricing for the item(s) to be added. The vendor, within three working days, should respond in writing and include the bid number, contract period and the price for each item or service to be provided. Upon receipt, the County shall issue a Change Order adding the service or product(s) to the Contract or Purchase Order. The County reserves the right to accept or reject prices and obtain bids on the open market for these add-ons.

When applicable, Contractor may be required to sign a Dane County Contract.

18. Contract/Project Administration

The County department(s) utilizing the service will be responsible for coordinating, monitoring and administering the resulting service contract/purchase order. The department shall be responsible for notifying the awarded vendor about contract renewals or extensions. Any modifications or additions to the contract(s)/purchase order(s) shall be communicated by the department to the Purchasing Division.

19. Contract Termination

If for any reason the successful contractor fails to fulfill the requirements of the contract for providing the specified services, the County shall have the right to cancel the contract at any time and negotiate for the services with another contractor.

20. Insurance:

The successful vendor is required to submit to Dane County a Certificate of Insurance prior to performing any work under this contract. The certificate is required prior to issuance of purchase order. See Section 20.0 Insurance Responsibility in the Standard Terms & Conditions.

Please contact your insurance representative to issue an Additional Insured Endorsement naming COUNTY OF DANE, a municipal corporation, its boards, commissions, agencies, officers, employees and representatives listed as an **ADDITIONAL INSURED** on the General Liability policy..

Indicate mailing address as:

COUNTY OF DANE
Risk Management
City County Building Room 425
210 Martin Luther King Jr., Blvd.
Madison, WI 53703

You may fax it (608-266-4425) or mail it to Risk Management.

Please inform your insurance representative that you have agreed to provide us with **30 Days written notice** in the event of cancellation for any reason before the expiration date of your policy or policies.

Call 608-266-4965 with any questions.

21. 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); and
- Reduce and eventually eliminate Dane County government’s contribution to conditions that undermine people’s ability to meet their basic human needs.

22. Fair Labor Practices:

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 indicate that you have been found by the NLRB or WERC to have such a violation on the Vendor Information page, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.

Additional information about the NLRB and WERC can be found using the following links:
www.nlr.gov and <http://werc.wi.gov>.

VENDOR INFORMATION

VENDOR NAME:	
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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 (Reference General Guidelines #5)	
Locally Based & Owned Vendor	<input type="checkbox"/>
Locally Operated Vendor	<input type="checkbox"/>
Non-Locally Operated Vendor	<input type="checkbox"/>
No Preference	<input type="checkbox"/>

Cooperative Purchasing (Reference General Guidelines #8)	
<input type="checkbox"/>	I <u>agree</u> 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 #22)	
<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.				
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 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	
Name (Printed)		Date	

BID AND SPECIFICATION OVERVIEW

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

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

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

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

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: January 1, 2021

Site Visits: There will not be scheduled site visits for this bid. Vendors are encouraged to ask additional questions when necessary in order to complete proposals – see 2. Clarifications/Questions.

Southeast Precinct Location: Dane County is in the process of relocating the Southeast Precinct. Upon completion of the relocation, services at the current Southeast Precinct building located at 2354 Highway N, Stoughton, WI 53589 will be terminated. There is not a definitive completion date for the Southeast Precinct relocation but it is expected to take place in mid to late 2021.

Custodial services will be procured for the new location prior to opening.

BID SPECIFICATIONS
Custodial Services – Sheriff Precincts

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
1	General		
2	Minimum of 2 years of commercial cleaning service experience with comparably sized facilities.		
3	Access to all necessary equipment. Dane County will not provide custodial cleaning equipment.		
4	Access to all proper and necessary cleaning chemicals.		
5	Organizational capacity to complete all specifications listed within the Scope of Services.		
6	All cleaning staff members are trained in commercial cleaning.		
7	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices.		
8	All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.		
9	The Provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times.		
10	The Provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.		
11	Any work found to be in any way defective or unsatisfactory shall be corrected by the Provider at its own expense at the order of the County. The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The County reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.		
12	Employees of the Provider shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or county property. Employees of the Provider shall wear proper identification at all times.		
13	Square footage measurements for each building are approximate and may include areas that do not require cleaning services.		
14	Equipment and Supplies	Yes	No
15	All tools and equipment and cleaning supplies shall be provided by the provider and shall meet all supplies with attached Material Safety Data Sheets (MSDS) intended for use in the building.		
16	The Provider will make every effort to use environmentally friendly products		
17	If necessary, all Personal Protective Equipment (PPE) shall be provided by the Provider for custodial staff.		
18	Dane County will provide toilet paper, trash can liners, paper towels and hand soap for each facility.		

Section 3 – Bid Specifications – Submit with Bid

19	Quality Assurance Inspections	Yes	No
20	The Provider's on-site supervisor shall conduct a quarterly inspection and evaluation of the facility with the designated Dane County staff member to ensure compliance with the work required by this contract.		
21	Security, Clearance and Background Checks	Yes	No
22	Provider shall be responsible for all keys issued to the Provider.		
23	Under no circumstances shall Provider's employees admit anyone to areas controlled by a key in their possession.		
24	All doors and windows shall be closed and locked upon completion of work in the area.		
25	Provider shall not duplicate any keys for the premises and shall report any lost keys to the Dane County contact person.		
26	Dane County will replace keys and re-key locks. Any costs incurred for the replacement of keys or re-keying of locks necessitated by the Provider or the Provider's employees will be charged to the Provider.		
27	Any person working under this contract whose employment or performance is objectionable to the County, or who fails to obtain a security clearance, shall be immediately transferred from the premises.		
28	A request by the County to transfer an employee shall not constitute an order to discipline or discharge the employee.		
29	The services to be performed are located at Sheriff Office facilities. The Sheriff's Office will conduct background checks on all Provider personnel who will be working in these facilities		
30	Provider personnel cannot begin working at these facilities until they have passed a background check.		
31	Provider personnel that do not pass a background check cannot work at these facilities.		
32	Provider is responsible for ensuring that all personnel have successfully passed background checks prior to working at these facilities.		
33	Background checks for new personnel can be requested by the Provider at any time and will require two weeks for processing.		

BID SPECIFICATIONS

**Northeast Precinct
4084 Mueller Road, DeForest, WI 53532**

Service Days	M & Th <u>OR</u> Tu & F	
Service Start Time	7:45am <u>OR</u> 3:15pm	
Description	Square Footage	
	Tile	Carpet
Upper: Common Area		260
Upper: Hallway		232
Upper: Office 1		156
Upper: Office 2		121
Upper: Office 3		160
Upper: Stairs		68
Upper: Men's Bathroom	51	
Upper: Women's Bathroom	51	
Lower: Main Hallways	399	
Lower: Kitchen	96	
Lower: Kitchen Storage	40	
Lower: Entrance Area		272
Lower: Office 4		126
Lower: Office 5		154
Lower: Office 6		90
Lower: Office 7		54
Lower: Office 8		54
Lower: Room 1		567
Lower: Room 2	130	
Lower: Room 3		153
Lower: Room 4		348
Lower: Men's Bathroom	69	
Lower: Women's Bathroom	36	
Lower: Men's Locker Room w/ Shower	36	190
Lower: Women's Locker Room w/ Shower	18	118
Total Tile	926	
Total Carpet		3123
Custodial Closet	Yes	

**Northeast Precinct
4084 Mueller Road, DeForest, WI 53532**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
NE 1	Once Per Week		
NE 2	Vacuum/clean edges and recesses of carpets and tile not cleaned twice weekly.		
NE 3	Brush or vacuum all upholstered chairs.		
NE 4	Remove cobwebs.		
NE 5	Clean restroom vents, acid clean toilets and urinals, and flush drains with water.		
NE 6	Twice Per Week	Yes	No
NE 7	Vacuum carpeting and any entry mats		
NE 8	Sweep/dust mop tile floors, then damp mop		
NE 9	Dust or damp wipe horizontal surfaces of cleared desks, files, cabinets, shelves, countertops, etc.		
NE 10	Spot clean carpets of spills		
NE 11	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
NE 12	Install plastic liners as required.		
NE 13	Clean any entry door glass.		
NE 14	Delime and polish water fountain.		
NE 15	Clean all halls and entrance areas.		
NE 16	Leave written report on broken items or unusual occurrences.		
NE 17	Clean restrooms, including:		
NE 18	-Clean and disinfect sinks, toilets, urinals and hardware		
NE 19	-Clean partitions, dispensers and mirrors		
NE 20	-Stock soap, towel and tissue dispensers		
NE 21	-Spot clean walls, doors, light switches of smudges		
NE 22	-Empty and remove trash		
NE 23	-Sweep floors and damp mop		
NE 24	-Clean shower area as required		
NE 25	Special attention cleaning of offices and breakroom		
NE 26	Once Per Month	Yes	No
NE 27	Dust chair rungs		
NE 28	Perform dusting above 7'.		
NE 29	Spot clean walls as needed.		
NE 30	Once Per Year on a Date To Be Determined	Yes	No
NE 31	Shampoo and Extract Carpet		
NE 32	Twice Per Year on Dates To Be Determined	Yes	No
NE 33	Strip and Wax Floors		
NE 34	4 Times Per Year (Week of January 1, April 1, July 1, and October 1)	Yes	No
NE 35	Dust any blinds and sides of furniture.		
NE 36	Clean interior and exterior windows.		

BID SPECIFICATIONS

**Law Enforcement Training Center
5184 Hwy 19, Waunakee, WI 53597**

Service Days	Monday-Friday	
Service Start Time	6:00am (Classrooms must be completed by 7:00am)	
Description	Square Footage	
	Tile	Carpet
Office 1		90
Office 2		180
Office 3		108
Office 4		192
Office 5		90
Classroom 1		560
Classroom 2		560
Classroom 3		560
Classroom 4		264
Hallway		1175
Breakroom	570	
Cleaning Room	336	
Foyer 1	90	
Foyer 2	42	
Foyer 3	42	
Men's Bathroom	231	
Women's Bathroom	148	
Unisex Bathroom	72	
Total Tile	1531	
Total Carpet		3779
Custodial Closet	Yes	

**Law Enforcement Training Center
5184 Hwy 19, Waunakee, WI 53597**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
TC 1	Once Per Day		
TC 2	Vacuum carpeting and any entry mats.		
TC 3	Sweep/dust mop tile floors, then disinfect damp mop.		
TC 4	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, classroom and breakroom tables.		
TC 5	Spot clean carpets of spills.		
TC 6	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
TC 7	Install plastic liners as required.		
TC 8	Clean all entryway/foyer door glass (8 doors total), spot clean partition and side glass.		
TC 9	Delime and polish water fountain.		
TC 10	Clean all halls and entrance areas.		
TC 11	Disinfect breakroom counters and all table tops. Clean sink and microwave. Disinfect all tables that are set up in any classroom. Classroom tables do not need to be disinfected unless they are set up.		
TC 12	Mop floor and clean sink in the weapon cleaning room.		
TC 13	Leave furniture neat and organized.		
TC 14	Secure doors as directed.		
TC 15	Leave written report on broken items or unusual occurrences.		
TC 16	Clean restrooms, including:		
TC 17	-Clean and disinfect sinks, toilets, urinals and hardware		
TC 18	-Clean partitions, dispensers and mirrors		
TC 19	-Stock soap, towel and tissue dispensers		
TC 20	-Spot clean walls, doors, light switches of smudges		
TC 21	-Empty and remove trash		
TC 22	-Sweep floors and damp mop		
TC 23	-Clean shower area as required		
TC 24	Once Per Week	Yes	No
TC 25	Remove cobwebs.		
TC 26	Clean restroom vents, acid clean toilets/urinals, flush drains with water.		
TC 27	Clean interior windows, as needed.		
TC 28	Once Per Month	Yes	No
TC 29	Dust chair rungs		
TC 30	Wash partition glass.		
TC 31	Perform dusting above 7'.		
TC 32	Spot clean walls as needed.		
TC 33	Brush or vacuum all upholstered chairs. This service may be requested more than one time per month, as needed.		
TC 34	Twice Per Year on Dates To Be Determined	Yes	No
TC 35	Strip and Wax Floors		
TC 36	Shampoo and Extract Carpet		

BID SPECIFICATIONS

**West Precinct
7555 Old Sauk Road, Verona, WI 53593**

Service Days	M & Th <u>OR</u> Tu & F	
Service Start Time	6:00am or 7:00am	
Description	Square Footage	
	Tile	Carpet
Office 1		168
Office 2		182
Office 3		140
Office 4		80
Room 1		510
Men's Locker Room w/ Shower	458	
Women's Locker Room w/Shower	304	
Room 2	560	
Room 3	80	
Office 5		231
Foyer	175	
Locker Hallway	120	
Main Hallway	209	
Total Tile	1906	
Total Carpet		1311
Custodial Closet	Yes	

**West Precinct
7555 Old Sauk Road, Verona, WI 53593**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
W 1	Once Per Week		
W 2	Vacuum/clean edges and recesses of carpets and tile not cleaned twice weekly.		
W 3	Brush or vacuum all upholstered chairs.		
W 4	Remove cobwebs.		
W 5	Clean vents throughout the building.		
W 6	Clean restroom vents, acid clean toilets and urinals, and flush drains with water.		
W 7	Twice Per Week	Yes	No
W 8	Vacuum carpeting and any entry mats.		
W 9	Sweep/dust mop tile floors, then damp mop.		
W 10	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, squad room and all tables.		
W 11	Spot clean carpets of spills.		
W 12	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
W 13	Install plastic liners as required in garbage cans.		
W 14	Clean entry door glass.		
W 15	Clean all halls and entrance areas.		
W 16	Leave written report on broken items or unusual occurrences.		
W 17	Leave furniture neat and organized.		
W 18	Clean restrooms, including:		
W 19	-Clean and disinfect sinks, toilets, urinals and hardware		
W 20	-Clean partitions, dispensers and mirrors		
W 21	-Stock soap, towel and tissue dispensers		
W 22	-Spot clean walls, doors, light switches of smudges		
W 23	-Empty and remove trash		
W 24	-Sweep floors and damp mop		
W 25	-Clean shower area as required		
W 26	Special attention cleaning of offices and breakroom		
W 27	Once Per Month	Yes	No
W 28	Dust chair rungs		
W 29	Perform dusting above 7'.		
W 30	Clean interior windows as needed.		
W 31	Spot clean walls as needed.		
W 32	Twice Per Year on Dates To Be Determined	Yes	No
W 33	Strip and Wax Floors		
W 34	Shampoo and Extract Carpet		
W 35	4 Times Per Year (Week of January 1, April 1, July 1, and October 1)	Yes	No
W 36	Dust any blinds and sides of furniture.		
W 37	Clean exterior windows.		

BID SPECIFICATIONS

**Southeast Precinct
2354 Hwy N, Stoughton, WI 53589**

Service Days	M, W, F	
Service Start Time	7:00am	
Description	Square Footage	
	Tile	Carpet
Office 1		150
Office 2		160
Office 3		176
Room 1		120
Men's Locker Room w/ Shower	344	
Women's Locker Room w/ Shower	176	
Room 2	560	
Kitchen	120	
Locker Hallway	68	
Room 3	48	
Public Foyer	261	
Public Restroom	81	
Mats in tiled areas		459
Total Tile	1658	
Total Carpet		1065
Custodial Closet	Yes	

**Southeast Precinct
2354 Hwy N, Stoughton, WI 53589**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
SE 1	Once Per Week	Yes	No
SE 2	Vacuum/clean edges and recesses of carpets and tile not cleaned twice weekly.		
SE 3	Brush or vacuum all upholstered chairs.		
SE 4	Remove cobwebs.		
SE 5	Clean restroom vents, acid clean toilets and urinals, and flush drains with water.		
SE 6	Twice Per Week	Yes	No
SE 7	Vacuum carpeting and any entry mats.		
SE 8	Sweep/dust mop tile floors, then damp mop.		
SE 9	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, squad room and all tables.		
SE 10	Spot clean carpets of spills.		
SE 11	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
SE 12	Install plastic liners as required in garbage cans.		
SE 13	Clean entry door glass, spot clean partition and side glass.		
SE 14	Delime and polish water fountain.		
SE 15	Clean all halls and entrance areas.		
SE 16	Clean break area in squad room including counters, table tops, sink, microwave oven, and fixed coffee station		
SE 17	Leave furniture neat and organized.		
SE 18	Secure doors as directed.		
SE 19	Leave written report on broken items or unusual occurrences.		
SE 20	Clean restrooms, including:		
SE 21	-Clean and disinfect sinks, toilets, urinals and hardware		
SE 22	-Clean partitions, dispensers and mirrors		
SE 23	-Stock soap, towel and tissue dispensers		
SE 24	-Spot clean walls, doors, light switches of smudges		
SE 25	-Empty and remove trash		
SE 26	-Sweep floors and damp mop		
SE 27	-Clean shower area as required		
SE 28	Special attention cleaning of offices and breakroom		
SE 29	Once Per Month	Yes	No
SE 30	Dust chair rungs		
SE 31	Wash partition glass.		
SE 32	Perform dusting above 7'.		
SE 33	Dust blinds and sides of furniture, as needed.		
SE 34	Clean interior windows as needed.		
SE 35	Spot clean walls as needed.		
SE 36	Twice Per Year on Dates To Be Determined	Yes	No
SE 37	Strip and Wax Floors		
SE 38	Shampoo and Extract Carpet		

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.

Additional Services – work not considered to be routine, not done a regular schedule, and not considered under the regular schedule of this contract shall be considered additional services. This type of work may only be done at the request of the Dane County Sheriff's Department. Additional services and project cleaning shall be performed at the hourly rate noted below. The County, in consultation with the Provider, will determine the number of hours and schedule required to accomplish the requested additional services. The cost of special equipment, materials and supplies will be separately negotiated, if not provided by the County.

#	Location	Monthly Cleaning			Strip/Wax Floors			Shampoo/Extract Carpet			Grand Total
		Qty.	Cost	Total	Qty.	Cost	Total	Qty.	Cost	Total	
1	Northeast Precinct	12			2			2			
2	Training Center	12			2			2			
3	West Precinct	12			2			2			
4	Southeast Precinct	12			2			2			

Hourly Rate - Addt'l Services		
Year 1		/hour
Year 2		/hour
Year 3		/hour
Year 4		/hour
Year 5		/hour

Future Pricing Increase		
Year 2		%
Year 3		%
Year 4		%
Year 5		%

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 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

Section 5 – Standard Terms and Conditions – Submit with Bid

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 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

Section 5 – Standard Terms and Conditions – Submit with Bid

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 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.

Section 5 – Standard Terms and Conditions – Submit with Bid

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.