



REQUEST FOR PROPOSAL (RFP)

DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION

RFP NUMBER	119017
RFP TITLE	Resident Personal Laundry and Facility Linen Services
RFP DEADLINE	May 8, 2019 2:00 p.m. (CST) Late proposals, faxed proposals, electronic mail proposals or unsigned proposals will be rejected.
SITE VISIT	To schedule a tour of the facility, see 1.6 Site Tour
SUBMIT PROPOSAL TO THIS ADDRESS	CITY COUNTY BUILDING DANE COUNTY PURCHASING DIVISION 210 MARTIN LUTHER KING JR BLVD ROOM 425 MADISON, WI 53703-3345
DIRECT ALL INQUIRES TO	NAME Pete Patten
	TITLE Purchasing Agent
	PHONE # 608-267-3523
	EMAIL patten.peter@countyofdane.com
	WEB SITE www.danepurchasing.com

DATE ISSUED: March 27, 2019

PROPOSAL SUBMISSION CHECKLIST

# of Proposals	Proposal Delivery
<input type="checkbox"/> (1) original <input type="checkbox"/> (2) copies <input type="checkbox"/> (1) electronic copy of your proposal and cost proposal in PDF format on a flash drive <input type="checkbox"/> Cost proposal original and one copy in a separate envelope per Section 5.1. <input type="checkbox"/> Up-to-date Vendor Registration	<input type="checkbox"/> Sealed envelope/package containing proposals and labeled with: Vendor Name Bid Number Bid Deadline Date/Time

PROPOSALS MUST BE DATE/TIME STAMPED BY A DANE COUNTY DEPARTMENT OF ADMINISTRATION STAFF MEMBER

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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 resident personal laundry and facility linen services for the Badger Prairie Health Care Center 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 mail, fax or e-mail on or before the stated date on the **Calendar of Events** (Section 1.5).

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 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).

1.4 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.

1.5 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
March 27, 2019	RFP Issued
April 1 – April 19, 2019	Site Tours By Appointment (See 1.6 Site Tours)
April 19, 2019	Last day to submit written inquiries (2:00 p.m. CST)
April 26, 2019	Addendums or supplements to the RFP posted on the Purchasing Division website
May 8, 2019	Proposals due (2:00 p.m. CST)

1.6 Site Tours

A vendor conference is not scheduled for this RFP. However, site tours are available by appointment and are encouraged. **Site tours must take place between April 1st and April 19th, 2019.** To schedule a site tour, please contact:

**Badger Prairie Health Care Center
 Laura Slavik
 608-845-1227**

1.7 Contract Term and Funding

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 options by mutual agreement of the County and Contractor, to renew for four (4) additional one-year terms.

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, 2020
 Term 1: January 1, 2020 – December 31, 2020
 Term 2: January 1, 2021 – December 31, 2021
 Term 3: January 1, 2022 – December 31, 2022
 Term 4: January 1, 2023 – December 31, 2023
 Term 5: January 1, 2024 – December 31, 2024

1.8 Submittal Instructions

Proposals must be received in by the County Purchasing Division by the specified time stated on the cover page. All proposals must be time-stamped in by the Purchasing Division by the stated time. Proposals not so stamped will not be accepted. Proposals received in response to this solicitation will not be returned to the proposers.

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

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

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 separately submitted and labeled as Proposal #1, Proposal #2, etc.

1.10 Required Copies

Proposers must submit **an original and the required number of copies** of all materials required for acceptance as instructed on the cover page of the RFP.

All hard copies of the proposal must be on 8.5"x11" individually securely bound. **In addition, proposers must submit one complete electronic copy in Microsoft Word or PDF format saved on a Flash Drive.**

1.11 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.

1.12 Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the Required Form – Attachment E "Designation of Confidential and Proprietary Information". Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

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.

1.13 Vendor Registration Program:

All proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows vendors an 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

SECTION 1 – GENERAL INFORMATION

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. 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
Qualifications, Capabilities & Experience (Section 4.3)	30%
Linen Specifications & Required Inventory Levels (Section 4.6)	5%
Cost	Percent
Cost (Section 5)	65%
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 highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

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 Project Overview/Scope of Services

Badger Prairie Health Care Center (“BPHCC”) is a 120-bed Skilled Nursing Facility. The majority of the residents have been protectively placed with the facility. Most of the residents have their clothing laundered under a contract arrangement. A few of the independent residents launder their own personal clothing in facility-owned equipment available on the neighborhoods.

The facility employs a full-time laundry worker. He/she is responsible for marking resident clothing with the resident’s name and neighborhood, as well as launders some facility items in-house.

Presently, resident clothing is laundered and returned sorted to the facility. The resident clothing is then delivered on carts to the neighborhoods by the contracted Provider. Nursing staff is responsible for distributing the clothing to each resident’s room. Facility linen is currently delivered to the facility in bulk and then delivered, by facility staff, to the neighborhoods.

The Resident Laundry Services program includes timely pickup, laundering, delivery, and proper infection control of resident clothing. The Facility Linen Service will include the provision of sufficient quality and quantity of linen inventory, as well as, timely pick-up, laundering, delivery, and proper infection control of facility linen.

The objective of the Resident Laundry and Facility Linen Provider will be to complete resident laundry and facility linen services in an efficient and cost effective manner. The services will be continuously monitored and will be maintained at a level of consistent high quality.

Resident Laundry Services and Facility Linen Services will be completed to ensure resident clothing and facility linens are laundered and returned to the facility in a time frame that allows the residents to maintain a sufficient supply of clean clothes and allows a sufficient quality and quantity of facility linen.

Mandatory requirements are specified on Attachment B. Proposals that do not meet any one of these requirements may be disqualified.

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

SECTION 3 – PROJECT OVERVIEW & SCOPE OF SERVICES

services elsewhere. The County reserves the right to charge the Provider 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.

Services listed on Attachment C are standard service requirements which may vary in procedure by vendor. Therefore, these will be considered in the overall evaluation.

The facility is open to discussion regarding alternative approaches to the laundering of resident clothing and level of facility linen services received.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.0 PROPOSAL PREPARATION REQUIREMENTS

Proposals should be organized to comply with the section numbers and names as shown below. Each section heading should be separated by tabs or otherwise clearly marked. Hardcopies shall be bound in an 8½" x 11" format, but 11"x17" pages for graphics may be included. The RFP sections which should be submitted/responded to are:

4.1 Required Form – 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: Qualifications, Capabilities and Experience

Provide answers and information to the topics listed within this section.

1. Number of Years Under Current Business Name

Provide the number of years the firm has been doing business under the present name.

2. Number of Years of Experience

Provide the number of years of experience the firm has in providing similar services as specified in this solicitation.

3. General Background

Describe the general background and services provided by the firm.

4. Qualifications

Furnish any other relevant written information which would indicate firm's capability to perform the services contained in this solicitation, with particular emphasis on infection control protocols.

5. Experience

Describe the previous experience of the firm with similar accounts services as specified in this solicitation. State all locations, and dates of operation; the types and size of facility.

6. Staff Supervision

Describe the type of supervision that staff receive, including that personnel receive relative to the services required in this solicitation.

7. Training

Describe the type of training program that personnel receive relative to the services required in this solicitation.

8. Delivery & Pickup Procedure

Describe the routines and steps taken by the delivery person.

9. Tracking Procedure

Describe the flow of each item through the company's system from pickup to delivery.

10. Normal Wear & Tear Replacement Policy

Describe the procedures for replacement of items due to normal wear and tear.

11. Response Time & Procedure to Address Emergency Needs

Specify response time from notification of an emergency need, including methods of notification of an emergency outside of normal business hours.

12. Communication Procedures

Describe what responsibilities and authority the delivery person would have to communicate problems, missing items, replacements, etc.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.4 **Tab 2: Attachment B – Mandatory Requirements**

The mandatory requirements are listed within this section and must be complied with. Indicate with a check mark (✓) if your company meets (YES) or does not meet (NO) the requirement.

4.5 **Tab 3: Attachment C – Service Requirements**

4.6 **Tab 4: Attachment D – Linen Specifications and Required Inventory Levels**

The item, weekly use, and current item specification is provided in this section. Provide your companies proposed item specification for each item in this section.

4.7 **Tab 5: Attachment E – Designation of Confidential & Proprietary Information**

5.0 COST PROPOSAL

5.1 **General Instructions on Submitting Cost Proposals**

Proposers must submit an original and the required number of copies of the cost proposal as instructed on the **cover page of the RFP** (Special Instructions).

Cost Proposal Form (Attachment F) should be submitted in a separate envelope labeled Cost Proposal with the written proposal.

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**

See [Required Form – Attachment F – Cost Proposal](#)

5.3 **Fixed Price Period**

All prices, costs, and conditions outlined in the proposal shall remain fixed for 280 days.

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		Title	
Email		Telephone	
Dane County Vendor #			

Fair Labor Practice Certification (check only 1)	
<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.

Local Vendor Purchasing Preference	
Are you claiming a local purchasing preference under DCO 25.08(7)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (complete remainder of this section)
Preference as a Dane County Business:	<input type="checkbox"/> Dane
Preference as a business located in a county adjacent to Dane County:	<input type="checkbox"/> Columbia <input type="checkbox"/> Sauk <input type="checkbox"/> Iowa <input type="checkbox"/> Green <input type="checkbox"/> Dodge <input type="checkbox"/> Rock <input type="checkbox"/> Jefferson

Cooperative Purchasing	
<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.

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 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 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 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	

MANDATORY REQUIREMENTS

The following requirements are mandatory and must be complied with. Indicate with a check mark (✓) if your company meets (YES) or does not meet (NO) the requirement.

#	MANDATORY REQUIREMENT	YES	NO
1	Initial Set up – New or “A” Stock Linens Provider shall furnish at the start of the program either all new linens or “A” Stock, which means best quality, not distinguishable from a new garment, typically brand new with little to no visible wear		
2	All replacement linens issued during the contract period due to normal wear and tear, damage, loss or new residents shall be furnished from the Provider’s “A” stock. “ and furnished from the same manufacturer as initially selected by the County to ensure linens standards “A” stock.		
3	The Provider will furnish laundry bags, bins and carts and hampers of sufficient size and quantity for transporting soiled resident clothing and/or facility linen. The size of the laundry bins, carts and hampers will be agreed to by the facility. The facility is currently using plastic laundry bags. These are purchased at the facility’s expense. The facility may choose to purchase plastic laundry bags from the Provider or elsewhere. The Provider shall thoroughly sanitize laundry carts after they are emptied of soiled linen, prior to placing clean linen in the laundry carts for return to the facility. The Provider is responsible for safety and maintenance of all equipment used in the facility. Broken or damaged bins, carts or hampers must be repaired or replaced immediately.		
4	The Provider shall inspect the linen for stains, tears, defects, or pinholes. Provider is responsible for replacement of worn linen at Provider’s expense.		
5	The Provider will provide delivery and distribution service and the pick-up and delivery schedule should meet the needs of the facility. Delivery on Saturday and Sunday may be an option. The level of service will play a significant role in determination of the pick-up and delivery schedule.		
6	Resident clothing and/or facility linen will be processed with a minimum turn around time of 24 hours after pick-up and a maximum turn around time of 48 hours. The maximum consecutive days without pick-up and delivery shall be no longer than two (2) days.		
7	If facility staff are involved in the pick-up and distribution, the Provider will need to provide service, Monday through Friday, between 5 a.m. and 7 a.m. Pick-up and delivery on Saturday and Sunday may be an option.		
8	If the Provider provides linen carts that are ready to deliver to the neighborhoods, the pick-up and delivery schedule may be completed on an alternative schedule. Delivery on Saturday and Sunday may be an option.		
9	Linen inventory will be managed by the Provider to provide sufficient deliveries to meet the daily linen requirements. If BPHCC does not have sufficient linen inventory for the daily needs, the Provider will be called for additional linens to be delivered the same day, if necessary.		
10	Bidder must designate a contact person to provide on-going communication, and problem solving with BPHCC staff.		
11	The contract requires the Provider to develop contract administration procedures to promptly identify and resolve issues that arise during the contract. This will include procedures to replace lost or damaged resident clothing and/or facility linen, or at a minimum, will include a procedure to determine how the facility will be reimbursed following replacement of damaged resident clothing and/or facility linen.		

SECTION 6 – REQUIRED FORMS – ATTACHMENT B

#	MANDATORY REQUIREMENT	YES	NO
12	The Provider shall provide a management staff person, made known to the County to: routinely review and inspect operations, consult with the County on current and future service programs, and to act with full authority on the provider's behalf in any and all matters pertaining to the specifications of this contract.		
13	If it is determined that Provider staff will have access to the neighborhoods, the Provider will offer Social Security Numbers and other data necessary to process Criminal Reference Checks. Criminal Reference Checks will be processed for all staff assigned to the facility. Provider staff who fail the Criminal Reference Check Procedure will not be allowed into the facility.		
14	If it is determined that Provider staff will have access to the neighborhoods, the Provider will obtain and provide the results of TB skin tests for all staff assigned to the facility. This must be completed prior to contract initiation. Provide annual results of TB skin test. The facility must be notified of any employee with a potential infectious communicable disease.		
15	The Provider will meet all Federal and State infection control requirements. (Physical plant layout separating soiled and clean clothing/linen.)		
16	The Provider will provide driver/delivery staff influenza immunization status upon request. In the event said staff have not been immunized, and there is an influenza outbreak within the facility, driver/delivery staff will be required to wear a mask while in the facility.		
17	The facility reserves the right to inspect the Provider's plant and equipment, including laundry carts, bins and hampers, and to inspect the laundry process for cleanliness, sanitation, and infection control compliance.		
18	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.		
19	The provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed. Provider shall annually complete approved Resident Rights training for all staff assigned to the facility. Proof of training will be provided to the facility when training is completed.		
20	All tools and equipment shall be provided by the provider and shall meet all applicable local, State and Federal Standards.		

SERVICE REQUIREMENTS

1. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide these items shall be furnished at the bid/proposal price and shall conform in strength, quality and workmanship to that usually provided by the practice.
2. The Provider shall furnish all equipment, utilities, supplies and space herein specified and all management and labor necessary for the efficient, sanitary and ecologically sound operation of the laundry service.
3. The Provider will be required to furnish linens which meet the specifications and inventory requirements described hereinafter at the beginning of the contract and shall adjust the required inventory levels at all times throughout the term of this contract to meet the facility's needs. In addition, Provider shall supply soiled linen hampers/receptacles as specified by the facility and a supply of linen carts to facilitate soiled linen return. Special additional linens shall be supplied as needed upon request from Badger Prairie Health Care Center. Linen shall be the property of the Provider. BPHCC will compensate the Provider based on the cost to launder the linen.
4. All prices will include the replacement cost of lost linen, worn linen, or damaged linen. There will be no additional cost for extra delivery charges, inventory restock charges, minimum use charges, or adjustments to inventory levels. The cost will be an all-inclusive fee and no additional charges for linen will be allowed under this contract.
5. Linens furnished for contract start-up and/or for replacement shall be subject to inspection and approval by Dane County. Upon termination of this contract, the Provider shall retain ownership and control of the linen as provided in this contract.
6. Weekly linen needs reflect total inventory necessary to ensure adequate linen supply. Provider must work cooperatively with facility to ensure adequate linen supplies over weekends and holidays, and factor in processing time and transportation schedules to and from laundry when determining supply. Clean linen is delivered daily by facility staff to resident neighborhoods.
7. This contract document represents the initially desired service but it is intended that at regular intervals during the duration of the contract, the amount of required service will be examined by the County and the Provider with the objective of providing the best possible service to the County. It must be agreeable to the County and the Provider, if it is necessary to change the number and/or schedule of delivery and pick-up times per week to meet the needs of this contract.
8. The Provider agrees to pick-up soiled laundry and/or linen, and deliver clean laundry and/or linen at intervals that are sufficient to meet the facility and residents' needs. Linen inventory must be sufficient to ensure adequate supplies over weekends and holidays. Resident personal laundry must be returned within two (2) business days of pick-up. Facility linen is currently picked-up and delivered 5 days per week.
9. The Pick-up and Delivery Schedule of hours will be approved by the Administrative Services Supervisor or designee, every six (6) months. This will include approval of days and hours per week. The Provider and the Administrative Services Supervisor will mutually agree upon requests for adjustments to the schedule. Changes to the Primary Schedule will be submitted by the 15th of the month for changes effective the following month
10. Soiled laundry will be bagged and sorted by staff as mutually agreed upon by the Provider and the County. The Provider shall pick up soiled linen carts from the three soiled chute rooms at the end of each corridor link and will provide adequate empty carts in each room for the soiled laundry.

SECTION 6 – REQUIRED FORMS – ATTACHMENT C

11. The County shall be responsible for marking resident clothing items for proper identification.
12. All items shall be washed, extracted, and tumbled, as required, with only non-allergic soaps, detergents, bleaches or other chemicals used in the cleaning process.
13. Laundering and finishing shall be in accordance with accepted standards in the hospital laundry industry. Upon request of the facility, the Provider shall furnish details of the laundry process including detergents and disinfectants used.
14. The Provider shall adhere to the highest standards of cleanliness and sanitary practices, and will insure continual sanitation in all functions and matters related to the execution of the terms of this contract.
15. Laundry is to be handled carefully and expeditiously to avoid and remove stain and mildew. All spots and stains shall be removed in the safest manner with the life and usefulness of the fabric unimpaired.
16. All chemicals used shall be harmless to all fibers, if they are all synthetic, synthetic and natural blends, or all natural.
17. Items failing to meet County washing standards will be returned for rewash at no cost to the County. The County will label rewash as such.
18. The Provider shall accept full responsibility for any costs associated with damage or loss of laundry items caused by the negligence of the provider or its employees.
19. Clean laundry must be returned sorted and packaged in easily handled bundles and placed in covered carts.
20. All packaging shall be done in such a manner that the item will remain in a finished condition and not become wrinkled and disheveled.
21. All necessary keys and prox cards will be furnished to the Provider delivery staff in order to place the clean linen in the basement Clean Linen Room and deliver to the neighborhoods. Provider staff is required not to allow unauthorized personnel into the building.
22. It will be the responsibility of BPHCC staff to bring any problems to the attention of the Provider staff who will then be responsible for development of an appropriate response.

LINEN SPECIFICATIONS & REQUIRED INVENTORY LEVELS

#	ITEM	EST. WEEKLY USE	CURRENT ITEM SPEC	PROPOSED ITEM SPEC
1	Patient Gowns	400	55/45 poly cotton twill, 2.6 oz per yard. 72" x 60" overlapping with raglan sleeves, side-tie closure, 48" long, 66" sweep, 4" sleeve inseam	
2	Patient Gowns (bariatric)	100	50/50 poly/cotton; over-lapping back with raglan sleeves, two neck ties, each 10 in"; long size 3XL	
3	Patient Gowns (teen;large)	150	100% woven poly	
4	Wash Clothes	10,200	12" x 12"ring spun all white; 100% cotton.	
5	Bath Blankets	35	60" x 85" cut size; unbleached; 82% cotton/18% polyester	
6	Bath Towels	1,200	22" x 44" cut size, 85/15 cotton/poly blend. 6.25 lbs. per dozen	
7	Hand Towels	60	16" x 27", 85/15 cotton/poly blend, 3 lbs. per dozen.	
8	Thermal Spreads, Bed	110	55/45 cotton/poly blend, snagless; 74" x 110". 3.5 lbs. Colors: tan, green, blue.	
9	Diapers	400	50/50 cotton/poly twill; white with center fluid protector, pin style	
10	Bibs	1,200	18" x 42", white terry with barrier	
11	Incontinent Pads	1,600	34" x 36", quilted under pad. 80/20 cotton/poly blend. Middle ply of absorbent layer soaker.	
12	Pajama Bottoms	5	50/50 poly/cotton blend. 4.1 yd. per oz, fly front. Polyester woven tube drawstring. Evergreen.	
13	Pillow Cases	350	55/45 poly/cotton blend. T-180 white, cut size 42" x 36" domestic with black hem, 1" hem at open end.	
14	Fitted Sheet	90	100% polyester knit. 36" x 84" x 16", 23 oz.	
15	Top Sheet (bariatric)	150	Sleep-knit. To fit 54" x 88" bariatric mattress. Solid color different from normal sheet inventory required.	
16	Bottom Sheet (bariatric)	50	Sleep-knit. To fit 54" x 88" bariatric mattress. Solid color different from normal sheet inventory required.	
17	Sheets (for low air-loss mattresses)	50	Weaved, knitted, fitted 80" x 54" x 12", colored hem	
18	Napkins	2,000	100% spun polyester, lock stitched hem, 20" x 20"; current colors of green & beige	
19	Draw Sheets	10	50" x 65" heavy cotton canvas	

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page #	Topic

Proposer is not designating any information as proprietary and confidential which qualifies as trade secret.

Prices 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.

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 include this form in the proposal response 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 above.

COST PROPOSAL

VENDOR NAME:

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product and service in accordance with the specifications and terms and conditions of this bid document. All pricing must include replacement cost of lost linen, worn linen, or damaged linen. The cost will be an all-inclusive fee and no additional charges for linen will be allowed under this contract. Any disclaimers in the pricing scheme will disqualify the bid in its entirety. All pricing will be based upon clean linen weight and per case for linen bags.

#	RESIDENT LAUNDRY SERVICES	Term1 2020	Term2 2021	Term3 2022	Term4 2023	Term5 2024
		Price	Price	Price	Price	Price
1	Wash and Dry	\$	\$	\$	\$	\$
	Fold Small Items					
	Hang Pants, Dresses, Blouses and Shirts					
	Sort by Household					
	Delivery All Items in Carts to Neighborhoods/Households					
Per Pound of Clean Laundry						

#	FACILITY LINEN SERVICES	Term1 2020	Term2 2021	Term3 2022	Term4 2023	Term5 2024
		Price	Price	Price	Price	Price
OPTION 1						
2	Laundry Service Including All Linen & Transportation	\$	\$	\$	\$	\$
	Deliver Linen in Carts to Facility Clean Linen Room					
OPTION 2						
3	Laundry Service Including All Linen & Transportation	\$	\$	\$	\$	\$
	Sort Linen by Neighborhood/Household Needs					
	Deliver Stocked Linen Carts Directly to Neighborhoods/Households					
Per Pound of Clean Linen						

#	FACILITY SOILED LINEN BAGS	Term1 2020	Term2 2021	Term3 2022	Term4 2023	Term5 2024
		Price	Price	Price	Price	Price
4	29" x 43" blue plastic soiled liner; .95 mil 240/case	\$	\$	\$	\$	\$
Per Case						

STANDARD TERMS AND CONDITIONS

Request for Bids/Proposals/Contracts

Rev. 03/2018

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 dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

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

SECTION 7 – STANDARD TERMS AND CONDITIONS

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 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,

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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 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

SECTION 7 – STANDARD TERMS AND CONDITIONS

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.

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"