



**REQUEST FOR BID  
FOR SERVICES**  
Department of Administration  
Purchasing Division

<b>BID NUMBER</b>	#116068
<b>RFB TITLE</b>	Moving Services for the Medical Examiner
<b>PURPOSE</b>	The purpose of this RFB is to solicit bids from responsive and responsible bidders to provide <a href="#">moving</a> services in accordance with the scope of services.
<b>DEADLINE FOR BID SUBMISSIONS</b>	<b>2:00 P.M. Central Time June 30, 2016</b>  <a href="#">LATE, FAXED, ELECTRONIC MAIL OR UNSIGNED BIDS WILL BE REJECTED</a>
<b>SUBMIT BID TO THIS ADDRESS</b>	DANE COUNTY PURCHASING DIVISION ROOM 425 CITY COUNTY BUILDING 210 MARTIN LUTHER KING JR BLVD MADISON, WI 53703-3345
<b>REQUIRED BID COPIES</b>	Submit a total of ( 1 ) copy of your bid.
<b>VENDOR CONFERENCE/TOUR</b>	<a href="#">Monday, June 20, 2016, 1:00 p.m. Meet in front of the dock of Consolidated Food Service, 1000 E. Verona Ave., Verona.</a>
<b>PLEASE DIRECT ALL INQUIRES TO</b>	<b>NAME</b> Carolyn A. Ninedorf
	<b>TITLE</b> Purchasing Agent
	<b>PHONE #</b> 608/266-4966
	<b>FAX #</b> 608/266-4425
	<b>EMAIL</b> <a href="mailto:Ninedorf.carolyn@countyofdane.com">Ninedorf.carolyn@countyofdane.com</a>
	<b>WEB SITE</b> <a href="http://www.danepurchasing.com">www.danepurchasing.com</a>
<b>THIS RFB IS COMPRISED OF:</b>  Part 1 - General Guidelines & Information  Part 2 - Technical Requirements  Part 3 - Description of Service Schedule A  Part 4 - Required Bid Forms	<b>RESPONSE CHECKLIST:</b>  <input type="checkbox"/> Signed Affidavit – Completed Bid Forms  <input type="checkbox"/> Submit one original and <a href="#">required bid copies</a>  <input type="checkbox"/> Label the lower corner of your bid with the Bid number
<b>DATE BID ISSUED:</b> <a href="#">June 6, 2016</a>	

REVISED 9/12

**Part 1**  
**General Guidelines and Information**

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**1. Introduction:**

Dane County invites and will accept bids for the service outlined in Part 3 Description of Service. The County as represented by Purchasing Division, intends to use the results of this process to award a contract(s) or issuance of purchase order.

**2. Clarification/Questions:**

Any questions concerning this Bid must be submitted in writing by mail, fax or 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 person 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 RFB, revisions/amendments and/or supplements will be posted on the Purchasing Division web site at [www.danepurchasing.com](http://www.danepurchasing.com). Bidders are reminded to regularly monitor the web site for any such postings. Bidders must acknowledge the receipt/review of any addendum(s) on the bottom of the Signature Affidavit.

The Purchasing Division has the sole authority for modifications of this specifications and or bid.

**4. Vendor Registration Program:**

**All bidders wishing to submit a bid/proposal must be a paid registered vendor with Dane County.** Prior to the bid opening, you can complete a registration form online by visiting our web site at [www.danepurchasing.com](http://www.danepurchasing.com) or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award.

**5. Project/Contract Administration:**

The County agency(s) utilizing the service will be responsible for coordinating, monitoring and administering the resulting service contract/purchase order. The agency shall be responsible for notifying vendor relative to contract renewals /extensions. Any modifications to contracts/purchase orders shall be communicated by the agency to the purchasing office to be added to the agreement.

**6. Term**

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run for one year from the date.

**7. Acceptance:**

Bid shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date of the bid. The County also retains the right to accept or reject any or all bids, request best and final offers and negotiate contract terms.

**8. Withdrawal of Bids:**

Bidders may withdraw a bid in writing, at any time up to the bid due date and time. The written request must be signed by an authorized representative of the bidder and submitted to the Purchasing Division. If a previously submitted bid is withdrawn before the bid due date and time, the **bidder may submit another bid, at any time up to the bid due date and time.**

## **9. Preliminary Evaluation**

Bids must be submitted on the attached bid forms. The bid will be reviewed initially to determine if any technical requirements are met.

## **10. Proven Experience/Qualifications:**

Bidders shall provide information with their proposal that will certify that they are experienced with or meets the requirement of this specification to be eligible for a contract award. **Complete Statement of Qualifications Form.**

## **11. Award:**

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

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 elsewhere in this solicitation. The County may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

The County reserves the right to accept any bid proposal or to reject any or all bid proposals, or to award a contract on such basis as deemed to be in the agency's best interest. Dane County reserves the right to reduce the scope of services during the term of the contract.

## **12. Additions to Contract:**

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

The County Purchasing Office will send the vendor a letter 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 County of Dane Service Agreement.

## **13. Contracting Assignment:**

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

## **14. Termination of Contract:**

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.

## **15. 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.

**16. Pricing:**

- ☐ The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this request for bid.
- ☐ All prices, costs, and conditions outlined in the bid shall remain fixed.

**State Sale Tax/Federal Excise Tax:** Bids should not include Federal Excise and Wisconsin Sales Taxes, as Dane County is exempt from payment of such taxes. Sec. State Statute No. 77.54(9a). Wis. Stats. The Dane County's CES number is ES 41279.

**17. Payment Terms and Invoicing:**

- ☐ **Payment:** The County's normal payment terms are net 30 days.

Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services, or combination of both. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified.

Contractor shall submit monthly **invoices** for services rendered. All invoices shall contain complete and accurate information.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order or contract. In no instance shall the contractor invoice the County for more than is authorized by the County on the issued purchase order or contract

NON-ALLOWED CHARGES. 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 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.

**18. Applicable Law:**

This contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin and Wisconsin Courts. The parties to this contract agree and covenant that for all purposes, including performance and execution, that this contract will be enforceable in Madison, Wisconsin; and that if legal action is necessary to enforce this contract, exclusive venue will lie in Dane County, Wisconsin.

**19. Permits, 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

**20. Living Wage:**

Note, this bid is subject to the current living wage ordinance. The portion of the ordinance that pertains to proportionate application of the living wage was changed by the Dane County Board of Supervisors effective 09/06.

The successful bidder shall pay the County's living wage to all of its employees engaged in performing the work for the specific agency, whether on a full-time or part-time basis per D. C. Ord 25.015.

For information on this change go to:

[http://www.danepurchasing.com/living\\_wage.aspx](http://www.danepurchasing.com/living_wage.aspx)

## 21. Insurance:

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

Contact your insurance representative to issue an Additional Insured Endorsement naming County of Dane, to your General Liability coverage as shown below. **Address certificate holder as shown below.** Indicate mailing address for County of Dane as shown below.

The contract requires a current certificate of insurance on file (listing all policies) with the County Risk Management Department listing the **certificate holder** as:

1. COUNTY OF DANE its boards, commissions, agents, officers, employees and representatives  
Risk Management City County Bldg. Rm 425  
210 Martin Luther King Jr Blvd. Madison WI 53703
2. COUNTY OF DANE, a municipal corporation, its boards, commissions, agencies, officers, employees and representatives listed as an **ADDITIONAL INSURED** on the General Liability policy. A notation of this endorsement on the certificate is acceptable. Bodily Injury and Property Damage Liability minimum limit \$1,000,000.
3. **30 Days written notice** to us as certificate holder from your insurer in the event of cancellation for any reason before the expiration date of your polic(ies).

Mail the certificate of insurance to:

Risk Management  
210 Martin Luther King Jr Blvd, Room #425,  
Madison, WI 53703.

Call 266-4965 with any questions. You may fax it 608/266-4425

## 22. Domestic Partner Equal Benefits Requirement

The contractor [or grant beneficiary] agrees to provide the same economic benefits to all of its employees with domestic partners as it does to employees with spouses, or the cash equivalent if such a benefit cannot reasonably be provided. The contractor [or grant beneficiary] agrees to make available for County inspection the contractor's payroll records relating to employees providing services on or under this contract or subcontract [or grant]. If any payroll records of a contractor [or grant beneficiary] contain any false, misleading or fraudulent information, or if a contractor [or grant beneficiary] fails to comply with the provisions of s. 25.016, D. C. Ords., the contract compliance officer may withhold payments on the contract; terminate, cancel or suspend the contract in whole or in part; or, after a due process hearing, deny the contractor the right to participate in bidding on future County contracts for a period of one year after the first violation is found and for a period of three years after a second or subsequent violation is found

[http://www.danepurchasing.com/partner\\_benefit.aspx](http://www.danepurchasing.com/partner_benefit.aspx)

## **23. Local Purchasing Provisions**

Under County ordinances, a "Local Vendor" is defined as a supplier or provider of equipment, materials, supplies or services which 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.

Under County ordinances, "Most Responsible" bidder is defined as the bidder who offers either the lowest cost or the highest payment, as appropriate; who submits a bid which conforms in all material respects to the requirements stated in the bid solicitation; and who also possesses the necessary financial responsibility, skill, ability and integrity to perform the obligations required by the transaction.

Under county ordinances, Local Vendors and vendors in counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) receive special treatment in bids issued by the County.

If a the price of a Local Vendor is within 10% of the lowest cost bid, the Purchasing Manager must contact the Local Vendor to determine if the Local Vendor is willing to meet the bid price offered by the Most Responsible Bidder. If the Local Vendor is willing to meet the price offered by the Most Responsible Bidder, then the Local Vendor shall be awarded the bid. If more than one Local Vendor has offered a price within 10% of the Most Responsible Bidder, the Local Vendor with the lowest price will be contacted first. If the first Local Vendor declines to meet the price of the Most Responsible Bidder, then the Purchasing Manager will contact the next highest Local Vendor to determine that vendor's interest in meeting the price offered by the Most Responsible Bidder.

If the Purchasing Manager finds there is no Local Vendor within 10% of the lowest cost bid, or if there is a Local Vendor within 10% of the lowest cost bid, but that vendor is not willing to meet the bid price offered by the Most Responsible Bidder in the process set forth above, then the Purchasing Manager shall review the responses to determine if there is a non-local vendor with an established place of business in one of the counties adjacent to Dane County that offered a price within 5% of the lowest cost bid. If the Purchasing Manager identifies such a vendor, the Purchasing Manager will contact the vendor to determine if the vendor is willing to meet the bid price offered by the Most Responsible Bidder. If the Non-local vendor is willing to meet the price offered by the Most Responsible Bidder, then that vendor shall be awarded the bid.

## **24. Inspection of Premises:**

Bidder's may inspect site(s) prior to submitting bids to determine all requirements associated with the project. 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. (Refer to schedule if any).

**STANDARD TERMS AND CONDITIONS**  
(Request For Bids/Proposals/Contracts)  
Dane County Purchasing Division  
Rev. 11/13

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 on the vendor's letterhead, 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 contracting department 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 vendor 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 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.

BID NO. 116068

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. The time limitation in this paragraph does not apply to the warranty provided in paragraph 27.0.

20.0 INDEMNIFICATION & INSURANCE.

20.1. PROVIDER 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 PROVIDER 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



PROVIDER 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, PROVIDER shall, at PROVIDER'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, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER 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.

PROVIDER 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 PROVIDERs 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.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER 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

PROVIDER 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.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

20.2.5. Umbrella or Excess Liability.

PROVIDER 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. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

20.3. Upon execution of this Agreement, PROVIDER 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 PROVIDER'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, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER 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 PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. 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 PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.

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.

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-PUBLIC WORKS CONTRACTS: The successful bidder on a public works contract shall comply with the State of Wisconsin prevailing wage scale and shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all subcontracts, materialmen and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. 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.

26.1 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.

27.0 LIVING WAGE REQUIREMENT: The vendor shall, where appropriate, comply with the County's Living Wage requirements as set forth in section 25.015, Dane County Ordinances.

27.01 In the event its payroll records contain any false, misleading or fraudulent information, or if the vendor fails to comply with the provisions of s. 25.015, D.C. Ords., the County may withhold payments on the contract, terminate, cancel or suspend the contract in whole or in part, or, after a due process hearing, deny the vendor the right to participate in bidding on future County contracts for a period of one (1) year after the first violation is found and for a period of three (3) years after a second violation is found.

27.02 Bidders are exempt from the requirement of this section if:

- The maximum value of services to be provided is less than \$5,000;
- The bid involves only the sale of goods to the County;
- The bid is for professional services;
- The bid is for a public works contract where wages are regulated under s. 62.293, Wis. Stats.;
- The bidder is a school district, a municipality, or other unit of government;
- The service to be provided is residential services at an established per bed rate;
- The bidder's employees are persons with disabilities working in employment programs and the successful bidder holds a current sub-minimum wage certificate issued by the U.S. Department of Labor or where such a certificate could be issued but for the fact that the employer is paying a wage higher than the minimum wage;
- The bidder is an individual providing services to a family member; or
- The bidder's employees are student interns.

27.03 COMPLIANCE WITH FAIR LABOR STANDARDS. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that PROVIDER 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 Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

27.04 PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.015(11)(c) through (e).

27.05 PROVIDER 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."

## TECHNICAL REQUIREMENTS

Dane County invites and will accept bids for [moving services for the Dane County Medical Examiner's Office](#). The County, as represented by Purchasing Division, intends to use the results of this process to award a contract(s) for the specified services.

OBJECTIVE - In an effort to ensure the most efficient and economical service, Dane County utilizes a Request for Bids (RFB) process to procure [moving services](#). This process bases the contract award on the County's evaluation of work history, references, technical experience, ability, resources and other pertinent factors of the bidder in conjunction with the total cost.

The contractor shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The contractor shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.

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.

### **Prebid Meeting**

There will be a prebid meeting on **Monday, June 20, 2016 at 1:00 p.m.** beginning in front of the dock at Consolidated Food Service, 1000 E. Verona Avenue, Verona. General vendor questions will be addressed in the first part of the meeting. A comprehensive tour of the space at the Badger Prairie Health Care Center will take place after initial questions are answered. The tour will then proceed directly to the Public Safety Building, 115 W. Doty St., Madison for a tour of the space to be moved there. The tour will finish at the new Medical Examiner's Office at 3111 Luds Lane, Town of Cottage Grove. All vendors are **strongly encouraged** to attend the prebid meeting. Vendors who submit a bid but do not attend the meeting are still bound to the pricing provided in their bids.

## Part 3

### DESCRIPTION OF SERVICE SCHEDULE A

#### Scope of services:

This is a bid for moving services for the Dane County Medical Examiner's Office for a new construction project that is anticipated to be ready for occupancy in late August or September 2016. The two phases of this project will be scheduled on separate days and the days may or may not be scheduled consecutively.

- **Phase One**

The first phase will take all of storage items from 1000 E. Verona Ave., Verona to the new facility at 3111 Luds Lane, Town of Cottage Grove. A list of items is provided as an attachment to this document.

- **Phase Two**

The second phase will take all of the items in the morgue and office area of 115 W. Doty St., Madison to the new facility at 3111 Luds Lane, Town of Cottage Grove. The morgue items and office items may be requested to be moved on different days or in a specific order to facilitate continuous operations for the Medical Examiner's Office.

The schedule for moves above is approximate. The exact time is unknown as the construction may take longer or shorter than the anticipated timeframe. The exact time will be confirmed with the contracted vendor at least 2 weeks prior to the move dates.

- The County will provide a designated point of contact at the Verona Storage Building, Public-Safety Building and at the East District Campus location to provide access to the building and direction as to which items are to be moved and where the items will go.
- Contractor shall make arrangements with County staff for access to any County facilities. Contractor's employees shall not admit anyone (except other Contractor employees) to areas involved in the move service.
- All Contractor's employees shall, while performing work on County premises, wear a clearly displayed (at shirt pocket height) photo identification badge or uniform, provided by the Contractor at the Contractor's expense, showing they are employees of the Contractor.
- Prior to the beginning of any individual job, the Contractor representative(s) shall make their presence known to the County staff representative.
- The Contractor must notify the Owner Representative each day when the Contractor's staff arrives and departs.

- The County prefers the move occur between the hours of 7:00 a.m. and 4:30 p.m. **Vendors should provide a timeline for the move with their bid response.**
- There are copiers and printers which will be moved. Copiers will be prepared for moving by the copier vendor in the case of copiers and by Dane County Information Management in the case of printers prior to the move date for each machine.
- Contractor will provide a tagging system for County staff to use to mark all furniture, boxes, computers, etc. for moving.
- Contractor is responsible for protecting elevators, furniture, doorways, flooring and all other County property from damage. Repair of any damage is the sole responsibility of the successful vendor. Elevators may be used within the safe load limits indicated on the cab. Contractor shall use freight elevators when provided. Contractor's employees shall avoid scratching, denting or marring the cab walls. Contractor is solely responsible for any damage to County property.
- Contractor must furnish all dollies, trucks, skids, library carts, speed packs and/or any related equipment necessary to complete a efficient and safe move. All equipment shall have non-marking wheels, casters, slides or bumpers. Contractor shall supply blankets to protect furniture and equipment from damage.
- Dane County will remove the contents of all lateral files. Contractor is responsible for moving the boxes resulting in emptying out the lateral files. County staff will unload and reload all desks, credenzas, bookcases, lateral file cabinets and storage cabinets. It is assumed that vertical file cabinets will not need to be unloaded. All wall hangings will be taken down and rehung by County staff. Disconnecting and reconnecting of computers, printers, copiers and fax machines will be done by County staff. Labels provided by the Contractor will be completed by County staff to indicate each item's new location.

**Inventory lists of items to be moved to the East District Campus are included below and separated by location. They are as accurate as possible at this time, but may not include every item to be moved.**

**Verona Storage: 1000 East Verona Ave., Verona:**

This equipment is stored in the basement of this facility and there is an elevator to facilitate movement.

1230 sq' of storage.

- 2 large Chest Freezers
- 3 large tissue block cabinets 27"d/48"w/58"h (11 drawer)
- 15 4 shelf tear drop shelving units. 70"w/39"d/7'h  
(these are packed with boxed PPE)
- 30 4 or 5 shelf metal and wire shelving units. 4'w/16"d/6'or8'T  
(these are packed with wet tissue containers and bags as well as some other PPE)
- 1 Large human remains sealing station
- 2 multi-drawer slide filing cabinets
- 2 body carts
- 2 3'wx2'dx34"t rolling table
- 2 Portable A/C units
- 2 Wheeled PVC Shelving units
- 1 233 lineal feet of files in file boxes
- 3 4 drawer file cabinets
- 1 2 drawer final cabinet

**Morgue – Public Safety Building, 115 W. Doty St., Madison:**

The morgue is in the Sub Basement of the Public Safety Building 115 W. Doty Street. The morgue consists of an autopsy suite, a lab area, a walk-in freezer, a walk-in Cooler, male and female locker rooms, and a general scale area. This building is a secure facility and all movers would need to be escorted by ME staff or Sheriff's Staff. There is also an elevator in this building to facilitate movement of items. Also it is possible, depending on the height and length of the truck, that it may be driven into the underground parking adjacent to the Morgue.

- 11 Autopsy tables/carts
- 4 Four shelf body racks with stainless steel cadaver trays
- 2 3'wx2'dx34"t rolling table
- 2 Mobile x-ray equipment
- Large quantity of morgue instruments
- Large quantity of scrubs, towels, cleaning supplies

**Office Area – Public Safety Building, 115 W. Doty St., Madison:**

The office is located on the second floor of the Public Safety Building, 115 W. Doty St., Rm. 2144. There are 7 offices and a common area all located within close proximity. There is an elevator in this building and a loading dock on the back of the building. Movers would likely need to be escorted through the secure area of the Basement level to the loading dock to remove items.

- 3 Physician offices with large quantity of reference material
  - Slides (Case Slides)
  - Hanging art and diplomas
- 1 Director's Office with reference materials – Files –
  - 1 large safe
  - 1 large kennel
  - Boxed supplies
- 6 Contents of 6 drawers of lateral files.
- 7 Investigator Cubicles with contents of desks and three shelf shelving units
- 10 Contents of 10 4-drawer file cabinets
- 5 Miscellaneous hanging art (4 or 5 large pieces)
- 1 Administrative support area, contents of 14' of cabinets (2 shelf uppers) and 4 file drawers

**BIDDER COVER PAGE  
SIGNATURE AFFIDAVIT**

**NAME OF FIRM:**

In signing this bid, we also 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.

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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name (type or print**

\_\_\_\_\_  
**Date**

☐ **Addendums** -This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #\_\_\_\_\_ Addendum #\_\_\_\_\_ Addendum #\_\_\_\_\_ Addendum #\_\_\_\_\_



## VENDOR REGISTRATION CERTIFICATION

**Per Dane County Ordinance, Section 62.15, “Any person desiring to bid on any county contract must register with the purchasing manager and pay an annual registration fee of \$20.”**

Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award. Your bid/proposal may not be evaluated for failure to comply with this provision.

Complete a registration form online by visiting our web site at [www.danepurchasing.com](http://www.danepurchasing.com).. You will prompted to create a username and a password and you will receive a confirmation message, than log back in and complete the registration. Once your registration is complete you will receive a second confirmation. Retain your user name and password for ease of re-registration in future years.

Payment may be made via credit card on-line or by check in the mail or in person at the Purchasing Division office. If paying by check make check payable to Dane County Treasurer and indicate your federal identification number (FIN) on the subject line.

## CERTIFICATION

The undersigned, for and on behalf of the **PROPOSER, BIDDER OR APPLICANT** named herein, certifies as follows:

- ☐ This firm is a paid, registered vendor with Dane County in accordance with the bid terms and conditions.

Vendor Number # \_\_\_\_\_

Paid until \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Officer or Authorized Agent

\_\_\_\_\_  
Business Name

## VENDOR DATA SHEET / LOCAL PURCHASING PROVISIONS

This address will be used to determine local purchasing preference and the mailing address where County purchase orders/contracts will be mailed:

1. **COMPANY NAME:**

ADDRESS:

CITY:

COUNTY:

STATE:

ZIP+4:

TEL:

TOLL FREE TEL:

FAX:

2. **Contact person in the event there are questions about your bid/proposal:**

NAME

TITLE:

TEL

TOLL FREE TEL

FAX

E-MAIL

3. **Local Vendor:**

Are you claiming a local purchasing preference under DCO 25.11(8) based on your response to section 1 of this form?

- ☐ **No** – continue on to the next page  
☐ **Yes** – complete the remainder of this form

Indicate if your firm/company has an established place of business located in any of the following Wisconsin Counties. 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. DCO 25.04(7h)

**Select one:**

We are claiming a 10% preference as a Dane County Business

☐ **Dane County**

We are claiming a 5% preference as a business located in a county adjacent to Dane County

☐ **Columbia County**

☐ **Dodge County**

☐ **Green County**

☐ **Iowa County**

☐ **Jefferson County**

☐ **Rock County**

☐ **Sauk County**

REVISED 9/12

**PRICE PROPOSAL  
SCHEDULE B**

**NAME OF FIRM:**

For the price(s) listed below, our firm hereby offers to provide **moving** services at the Dane County Medical Examiner's Office in accordance with the Specifications, Schedule and Terms and Conditions of this bid:

**TOTAL BID \$** \_\_\_\_\_

**Costs for supplies:**

**Boxes \$** \_\_\_\_\_ **/ each**

**Tape \$** \_\_\_\_\_ **/ each**

**Labels \$** \_\_\_\_\_ **/ 100**

**Credit for returning used boxes:** \_\_\_\_\_ **/ each**

**Is your company willing to credit for any unused boxes, tape or labels which are returned to the company in usable condition?   Yes   No (Please circle.)**

**Special attention should be given to the Living Wage Requirements.**

**Include a timeline for the move with the bid response.**

**FAIR LABOR PRACTICES CERTIFICATION**

Dane County Ordinance 25.11(28)

**NAME OF FIRM:**

The undersigned, for and on behalf of the PROPOSER, BIDDER OR APPLICANT named herein, certifies as follows:

1. That he or she is an officer or duly authorized agent of the above-referenced PROPOSER, BIDDER OR APPLICANT, which has submitted a proposal, bid or application for a contract with the county of Dane.

2. That PROPOSER, BIDDER OR APPLICANT has: (Check One)

\_\_\_\_\_ 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 Certification is signed.

\_\_\_\_\_ 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 Certification is signed

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Officer or Authorized Agent

\_\_\_\_\_  
Business Name

**NOTE: You can find information regarding the violations described above at:**  
[www.nlrb.gov](http://www.nlrb.gov) and <http://werc.wi.gov>.

**For Reference Dane County Ord. 28.11 (28) is as follows:**

**(28) BIDDER RESPONSIBILITY. (a)** Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

**If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.**

REFERENCE DATA SHEET

NAME OF FIRM:

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for Three (3) or more installations with requirements similar to those included in this solicitation document. References may be checked at the County's discretion for bid evolution purposes.

Company Name

Address (include ZIP)

Contact Person

Phone No.

Product(s) and/or  
Service(s) Used

Company Name

Address (include ZIP)

Contact Person

Phone No.

Product(s) and/or  
Service(s) Used

Company Name

Address (include ZIP)

Contact Person

Phone No.

Product(s) and/or  
Service(s) Used

## STATEMENT OF QUALIFICATIONS / QUESTIONNAIRE

Furnish the following information about your firm's qualifications & experience. Provide detailed description information that will be used in the evaluation of this bid. Use the space provided to answer all questions. Attach additional sheets as necessary.

<b>COMPANY NAME:</b>		
<b>Organization Type:</b>	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> General Partnership
	<input type="checkbox"/> Unincorporated Association	<input type="checkbox"/> Other
<b>1.</b>	Number of years the firm has been in business under the present name: _____	
<b>2.</b>	Number of years of experience of the firm: _____ in providing similar services as specified in this solicitation	
<b>3.</b>	Describe the general background and services provided by the firm. (Attach as many sheets as needed)	
<b>4.</b>	Qualifications: Furnish any other relevant written information which would indicate firm's capability to perform the services contained in this solicitation. (Attach as many sheets as needed)	
<b>5.</b>	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. (Attach as many sheets as needed)	
<b>6.</b>	Describe the type of training program that personnel receive relative to the services required in this solicitation. (Attach as many sheets as needed)	
<b>7.</b>	Describe the type of training program that personnel receive relative to the services required in this solicitation. (Attach as many sheets as needed)	
<b>8.</b>	Describe procedures to problem solve customer issues. (Attach as many sheets as needed)	

**LIVING WAGE CERTIFICATION  
(Corporate or LLC Contractor)**

**NAME OF FIRM:**

The undersigned, for and on behalf of the contractor named herein, certifies as follows:

1. That he or she is an officer or duly authorized agent of the above-referenced contractor ("the contractor") which has a service contract ("the contract"), as defined in s. 25.015(1)(d) of the Dane County Ordinances ("D. C. Ords."), with the county of Dane; that the contractor has been provided with a copy of s. 25.015, D. C. Ords.; and that its officers and managers have familiarized themselves with the requirements of s. 25.015, D. C. Ords.;
2. That the contractor has to date paid all workers employed in the performance of the contract, whether on a full-time or part-time basis, the living wage of not less than \_\_\_\_\_ per hour; that the contractor has, as to all requests to date, made available for county inspection the contractor's payroll records relating to employees providing services on or under the contract; that the contractor has provided a written notice comporting with s. 25.015(4), D. C. Ords., to each and every subcontractor providing services under the contract; that the contractor has kept posted at the site of the work in a prominent place where it can be easily seen and read by persons employed in the performance of the contract, a poster setting forth the county's current living wage together with information of the means the reader may use to file a complaint of violation; that the contractor has supplied copies of the county's current living wage requirement to any person employed in the performance of the contract at the request of such person and within a reasonable period of time after the request; that as to county-compensated services, the contractor has kept full and accurate payroll records for every employee who is subject to s. 25.015, D. C. Ords., and that the same are available, on demand, to the county's contract compliance officer or designee; that the contractor has not retaliated against any employee, if any, who has filed a complaint under s. 25.015, D. C. Ords.; and that the contractor has not used the living wage requirement of s. 25.015, D. C. Ords., to reduce the wage paid to any person employed by the contractor or grant beneficiary as of December 31, 1998.

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Officer or Authorized Agent

\_\_\_\_\_  
Business Name