



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR BID (RFB)

Revised 05/2021 (G/S)(LVP)(LCP)

BID NUMBER: **121070**

BID TITLE: **Dairy Products**

BID DEADLINE: **September 16, 2021**
2:00 p.m. (CST)

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

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

**DIRECT
ALL INQUIRES
TO:**

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

BID SUBMISSION CHECKLIST

- ☐ Update Vendor Registration
- ☐ Read Entire Bid Document

Completed Bid Packet (In PDF Format)

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

- ☐ Upload Bid Response to Purchasing Bid Dropbox

DATE ISSUED

August 6, 2021

VENDOR INFORMATION

VENDOR NAME: _____

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

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

Local Content Vendor Preference (Reference General Guidelines #1.7)
<input type="checkbox"/> Dane County-Made
<input type="checkbox"/> Regionally-Made
<input type="checkbox"/> Wisconsin-Made
<input type="checkbox"/> No Preference

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

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

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

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

Signature: _____

Title: _____

Printed Name: _____

Date: _____

BID AND SPECIFICATION OVERVIEW

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

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

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

Term: The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run until December 31, 2022.

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: October 2021

Term 1 – October 2021 – December 31, 2022

Term 2 – January 1, 2023 – December 31, 2023

Term 3 – January 1, 2024 – December 31, 2024

Term 4 – January 1, 2025 – December 31, 2025

On-Site Inspection of Premises

On-site inspection of premises to receive dairy products may be made at the following locations by contacting Mary Carpenter, CFS Director, at 608-845-1214 to arrange site tours prior to submitting a bid. All on-site inspections must be completed no later than September 2, 2021:

Dane County Consolidated Food Service
1000 E Verona Avenue
Verona, WI 53593

Dane County Sheriff's Department – Jail
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

Dane County Sheriff's Department - William Ferris Center
2120 Rimrock Road
Madison, WI 53713

Section 2 – Bid Specifications – Submit with Bid

Dane County Sheriff's Department - Public Safety Building
115 W Doty Street
Madison, WI 53703

Contract Award: This bid may be awarded in whole or in part depending on what best serves the needs of Dane County.

Successful bidder will be notified of award at least fourteen (14) days before the effective date of the contract so that arrangements can be made with the institutional management regarding placement of orders and other details concerning delivery.

Vendor's bid shall fully comply with all specifications contained herein except in such cases wherein the United States Government shall or has enacted laws and regulations through the United States Department of Agriculture under which the vendor cannot furnish the commodities referred to in these specifications.

Termination: The contract may be terminated by Dane County for cause at any time. Some examples for termination are as follows:

1. Unsatisfactory product quality or substantial change in product quality which becomes unsatisfactory to Dane County.
2. Failure of the contractor to comply with the delivery requirements of the County, including delivery of out-of-date dairy products or not rotating stock to ensure that stock does not become out-of-date prior to being consumed.
3. Proposed price changes not substantiated to the satisfaction of Dane County.
4. Failure to provide prompt and accurate invoices.

The above are only examples of termination causes and in no way limit Dane County from cancellation for other just cause. The County shall furnish the contractor written notice of cancellation citing cause and effective date.

BID SPECIFICATIONS

Dairy Products

#	DESCRIPTION	SPEC COMPLIANCE	
1	RULES, REGULATIONS & STANDARDS		
2	All products listed on the bid forms must comply in full with the rules and regulations of the U.S. Department of Agriculture Dairy Division, City of Madison Health Department, State Board of Health and laws of the State of Wisconsin as they pertain to the producing and marketing of Dairy Products.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Eggs furnished by the successful bidder shall meet required standards established by the State of Wisconsin Department of Agriculture, Food Division.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	AGE OF PRODUCTS	SPEC COMPLIANCE	
5	Dairy products delivered to Dane County shall be clearly labeled with code-dates.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Milk products delivered to Dane County shall be code-dated.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	An accurate and current explanation of the code for code-dates must be furnished to Dane County.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	STOCKING	SPEC COMPLIANCE	
9	Vendor shall be required to maintain sufficient stock levels of all items from delivery date to delivery date.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Special orders, or those orders in exception of set stock levels, shall be communicated by telephone or in writing and posted for driver for delivery.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	All exceptions in stock delivery shall be immediately reported to the Food Service Supervisor(s) or Dietetic Specialist.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	Stock shall be rotated by the vendor's delivery person at each property items are delivered to, in order to ensure the oldest stock is consumed first.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	CONTAINERS	SPEC COMPLIANCE	
14	All Dairy Products and other beverages that are available shall be furnished and delivered in disposable commercial containers of the type, size, and kind commonly used for this purpose, constructed as to ensure acceptance and safe delivery.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15	Code-Date, description of contents, and size/number of items contained in each sealed container shall be clearly marked on the outside of the container.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16	Containers shall meet and be in compliance with standards of the State Board of Health and U.S. Department of Agriculture.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 3 – Price Proposal – Submit with Bid

17	PRODUCT TEMPERATURE CONSTANCY	SPEC COMPLIANCE	
18	Products must be held under appropriate temperature conditions for that product prior to and during delivery period as follows: 33°F - 40°F for refrigerated products, 0°F - 10°F for frozen products.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
19	ESTIMATED QUANTITIES	SPEC COMPLIANCE	
20	All quantities stated are estimates based on one year's consumption; actual usage may be more or less for all proposals dependent on actual demand.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21	DELIVERIES - CONSOLIDATED FOOD SERVICE	SPEC COMPLIANCE	
22	Vendor agrees to make deliveries to the following location in accordance with all delivery requirements: Consolidated Food Services 1000 E. Verona Avenue Verona, WI 53593	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23	Vendor shall make deliveries to Dane County Consolidated Food Service two (2) times each week between the hours of 6:00 a.m. to 10:30 p.m.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24	Deliveries to Consolidated Food Service are preferred on Tuesday and Friday of each week.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
25	DELIVERIES - SHERIFF'S DEPARTMENT	SPEC COMPLIANCE	
26	Vendor agrees to make deliveries to the following location in accordance with all delivery requirements: Dane County Sheriff's Department - Jail 210 Martin Luther King Jr. Blvd. Madison, WI 53703	<input type="checkbox"/> YES	<input type="checkbox"/> NO
27	Vendor agrees to make deliveries to the following location in accordance with all delivery requirements: Dane County Sheriff's Department - William Ferris Center 2120 Rimrock Road Madison, WI 53713	<input type="checkbox"/> YES	<input type="checkbox"/> NO
28	Vendor agrees to make deliveries to the following location in accordance with all delivery requirements: Dane County Sheriff's Department - Public Safety Building 115 W. Doty Street Madison, WI 53703	<input type="checkbox"/> YES	<input type="checkbox"/> NO
29	Vendor shall make deliveries to the Jail, William Ferris Center and Public Safety Building locations two (2) times each week between the hours of 4:00 a.m. to 5:30 a.m. and/or 7:00 a.m. to 8:30 a.m.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
30	Deliveries to the Jail, William Ferris Center and Public Safety Building are preferred on Monday and Thursday of each week.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
31	Some of the deliveries will be to secure detention facilities, therefore the Sheriff's Office will conduct background checks on contractor personnel who will be working in those facilities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 3 – Price Proposal – Submit with Bid

32	Delivery personnel are required to attend a jail in-service to orient the personnel to the rules and operating procedures that they are required to be followed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
33	Vendor must have at least 2 delivery staff with jail clearance. Failure to have at least 2 delivery staff with jail clearance will result in cancelation of the contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
34	DELIVERIES - JUVENILE SHELTER HOME	SPEC COMPLIANCE	
35	Vendor agrees to make deliveries to the following location in accordance with all delivery requirements: Dane County Juvenile Shelter Home 2402 Atwood Avenue Madison, WI 53704	<input type="checkbox"/> YES	<input type="checkbox"/> NO
36	Vendor shall make deliveries to the Juvenile Shelter Home one (1) time each week between the hours of 10:30 a.m. – 2:00 p.m.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
37	Deliveries to the Juvenile Shelter Home are preferred on Wednesdays of each week.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
38	DELIVERIES - ADDITIONAL LOCATIONS	SPEC COMPLIANCE	
39	Vendor shall be prepared to make additional deliveries if deemed necessary by management of Dane County Consolidated Food Service.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
40	DELIVERY FAILURES	SPEC COMPLIANCE	
41	Dane County shall be permitted and reserves the right to purchase in the open market for dairy products of comparable grade to take the place of rejected or non-delivered product under any of the following circumstances:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
42	- there is failure to meet specifications;	<input type="checkbox"/> YES	<input type="checkbox"/> NO
43	- there is failure to deliver products held under sanitary and proper temperature conditions;	<input type="checkbox"/> YES	<input type="checkbox"/> NO
44	- there is failure deliver within the time specified, or within reasonable time as interpreted by Dane County;	<input type="checkbox"/> YES	<input type="checkbox"/> NO
45	- there is failure to make replacements of rejected products as directed by food service managers	<input type="checkbox"/> YES	<input type="checkbox"/> NO
46	On all such purchases, the vendor shall reimburse Dane County, within a reasonable time specified by the Dane County, for any expenses incurred in excess of contract prices. Such prices will be deducted from contract quantities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
47	INVOICING	SPEC COMPLIANCE	
48	All delivery locations shall be invoiced together with the exception of the Dane County Juvenile Shelter Home, which shall be invoiced separately.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
49	Dane County Juvenile Shelter Home will be invoiced separately from all other locations. Juvenile Shelter Home will also place their own orders separate from Consolidated Food Service.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 3 – Price Proposal – Submit with Bid

50	PRICING - ALTERNATE SPECIFICATIONS	SPEC COMPLIANCE	
51	If specifications as to quality, container, count, weight, etc., for any product listed in the pricing section cannot be met, check YES in the "Alternate" column of the pricing section for that item. Then, fill in the alternate specifications and pricing in the Alternate pricing section.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
52	If the specifications can be met, check No in the "Alternate" column of the pricing section for that item. If No is checked, it will be assumed, providing an award is made, that all future shipments of the item will be in accordance with our specifications.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
53	PRICING - MARGARINE	SPEC COMPLIANCE	
54	Margarine prices can be increased one time per quarter.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
55	Price increases must be requested in writing to Dane County no later than January 1, April 1, July 1, and October 1. Price increases not requested in this way will not be honored.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
56	PRICING - ESCALATOR CLAUSE	SPEC COMPLIANCE	
57	The milk prices quoted shall be subject to increase or decrease once a month in the event of an increase or decrease in the cost of raw milk as set by the USDA Federal Milk Market Administrator Chicago Order #30.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
58	Adjustment shall be .0012 per point for each .05 increase or decrease per CWT.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
59	Increase or decrease in change of price on the part of the vendor must receive approval of the Dane County, not less than three (3) working days preceding such request or change of price.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
60	If the price proposed by the contractor appears to be questionable, the contractor shall substantiate the price proposal to the satisfaction of the Dane County.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SPECIFICATION DEVIATIONS

Check One:

- ☐ No deviations from bid specifications
- ☐ Deviations from the bid specifications are present – see list below

Item #

Deviation Explanation

[illegible]

PRICE PROPOSAL

VENDOR NAME: _____

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal. All quantities stated are estimates based on one year’s consumption. Actual usage may be more or less on all items dependent upon demand. Please fill in the Unit Price for each item listed below. The Extended Price will auto calculate the estimated quantity x the unit price given.

If specifications as to quality, container, count, weight, etc., for any product listed below cannot be met, check the “YES” box in the Alternate column for that given product and leave the unit price blank pricing section. Fill in the alternate information in the “ALTERNATE” pricing section including the # of the item with an “A” before it.

ALTERNATE EXAMPLE:

#	ALTERNATE - Item Description	Unit	Unit Price
A8	Butter Pats, foil wrap or cups	20 lb. box	\$ XX.XX

#	DAIRY - Item Description	Unit	Alternate?	Est. Qty.	Unit Price	Extended Price
1	1% Milk	1/2 pint	<input type="checkbox"/> YES <input type="checkbox"/> NO	1/2 pints	per 1/2 pint	
2	2 % Milk	1/2 pint	<input type="checkbox"/> YES <input type="checkbox"/> NO	1/2 pints	per 1/2 pint	
3	Ind. Non-Dairy Creamers	402/case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
4	Skim Milk	1/2 pint	<input type="checkbox"/> YES <input type="checkbox"/> NO	1/2 pints	per 1/2 pint	
5	Skim Milk	gallon	<input type="checkbox"/> YES <input type="checkbox"/> NO	gallons	per gallon	
6	Chocolate Milk, NF	1/2 pint	<input type="checkbox"/> YES <input type="checkbox"/> NO	1/2 pints	per 1/2 pint	
7	Creamer1/2&1/2UHT Dairy shelf stable	360/.375 oz. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
8	Butter Pats, foil wrap or cups	17 lb. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
9	Low-fat Cottage Cheese, 1% milk fat or less	5 lbs.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per 5 lbs.	
10	Small curd Cottage Cheese 2%	16 oz.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
11	Vegetable oil margarine - no peanut oil Solids	36 lbs. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
12	vegetable oil margarine - no peanut oil/soy cups	12 lbs. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
13	Yogurt, Variety	5 lbs.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per 5 lbs.	

Section 3 – Price Proposal – Submit with Bid

14	Yogurt, Variety	6 oz. container	<input type="checkbox"/> YES <input type="checkbox"/> NO	containers	per container	
15	Yogurt, blended non fat	4 oz. container	<input type="checkbox"/> YES <input type="checkbox"/> NO	containers	per container	
16	Sour Cream	5 lbs.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
17	Sour Cream Pkts	100/1oz. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
18	Sherbet cups	48/4 oz. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
19	Low Sugar Ice Cream cups	48/4 oz. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
20	Ice Cream cups	48/4 oz. per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
21	Ice Cream/Vanilla	4 quart pail	<input type="checkbox"/> YES <input type="checkbox"/> NO	pails	per pail	
22	Ice Cream Sandwich vanilla w/ Choc. Cookie	48/3.5oz per case	<input type="checkbox"/> YES <input type="checkbox"/> NO	cases	per case	
					Total	

#	CHEESE - Item Description	Unit	Alternate?	Est. Qty.	Unit Price	Extended Price
23	Mozzarella Shredded	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
24	Swiss Shredded	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
25	American Shredded	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
26	Cheddar Shredded	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
27	Asiago Shredded	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
28	160 Cut American slice	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
29	160 cut Swiss American slice	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
30	.75 oz. sliced low moisture part skim Mozz	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
31	Cream Cheese Loaf	3 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
32	Grated Parmesan//Romano	5 lb.	<input type="checkbox"/> YES <input type="checkbox"/> NO	lbs.	per lb.	
					Total	

#	ALTERNATE - Item Description	Unit	Unit Price