



## REQUEST FOR BID

Department of Administration  
Purchasing Division

<b>BID NUMBER</b>	<b># 106135</b>		
<b>RFB TITLE</b>	Resident Laundry Service		
<b>PURPOSE</b>	The purpose of this RFB is to solicit bids from responsive and responsible bidders to provide resident laundry services in accordance with the scope of services.		
<b>DEADLINE FOR BID SUBMISSIONS</b>	<b>2:00 P.M. Central Time</b> <b>November 8, 2006</b>		
	Late bids, faxed bid, electronic mail bids or unsigned bid will be rejected		
<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>BID SUBMITAL</b>	Bidders must submit and original and four 4 copies of the <b>Bid Forms only.</b>		
<b>SPECIAL INSTRUCTIONS</b>			
<b>PLEASE DIRECT ALL INQUIRES TO</b>	<b>NAME</b>	Francisco Silva	
	<b>TITLE</b>	Purchasing Agent	
	<b>PHONE #</b>	608/267-3523	
	<b>FAX #</b>	608/266-4425	
	<b>EMAIL</b>	<a href="mailto:silva@co.dane.wi.us">silva@co.dane.wi.us</a>	
	<b>WEB SITE</b>	<a href="http://www.danepurchasing.com">www.danepurchasing.com</a>	
<b>THIS RFB IS COMPRISED OF:</b>		<b>RESPONSE CHECKLIST:</b>	
Part 1- General Guidelines & Information		<input type="checkbox"/> Signed Affidavit – Completed Bid Forms <input type="checkbox"/> Submit and original and <b>blank ( 4 ) Copies</b> <input type="checkbox"/> Label the lower corner of your bid with the bid number	
Part 2- Detailed Specifications			
Part 3 – Bid Forms			
<b>DATE BID ISSUED: <a href="#">Date 10/19/2006</a></b>			

## Part 1- General Guidelines and Information

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### 1. Introduction Scope:

Dane County invites and will accept bids for the service outlined on Part 2 Detail Specifications. 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. Note to Bidders:

Bidders are reminded to carefully examine the bid and specifications upon receipt. Any questions concerning this Bid must be submitted in writing by mail, fax or email at least **FIVE WORKING DAYS** prior to bid opening. Requests submitted after that time **WILL NOT** be considered. **(See cover page for contact person)**

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 Dane County Purchasing web site. The Purchasing Division has the sole authority to for modifications of this specifications and or bid.

### 3. Dane County 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.

### 4. Living Wage:

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.

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.

For information on this change go to:

[http://www.countyofdane.com/purch/living\\_wage\\_sections.htm](http://www.countyofdane.com/purch/living_wage_sections.htm)

### 5. 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, with an options by mutual agreement of the County and contractor, to renew **for two (2)** additional one-year periods.

These 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 of the two (2)** optional renewal years or to terminate and re-bid this contract

Anticipated start date: **01/01/07**

**Contractor will be required to sign a County of Dane Services Agreement.**

### 6. Acceptance:

Bid shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date of the bid.

Dane County reserves the right to accept any part of this bid deemed to be in the best interest of the County. The County also retains the right to accept or reject any or all bid, request best and final offers and negotiate contract terms.

**7. Withdrawal of Bids:**

Bids shall be irrevocable until contract award, unless the bid is withdrawn prior to opening. 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 procurement manager. 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.**

**8. Multiple Bids**

Multiple bids will not be allowed, unless Dane County is asking for alternates.

**9. 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.

**10. Invoicing:**

All invoices shall contain complete and accurate information. Contractor shall submit separate **monthly invoices** for services rendered at each location. All invoices shall be sent to the address specified by the designated agency representative. In no instance shall the bidder invoice the County for more than is authorized by the County on the issued purchase order. (See invoicing address on purchase order)

- **Payment:**

The County's normal payment terms are net 30 days.

**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.

NON-ALLOWED CHARGES. other incidental or standard industry charges not identified herein, are not allowed under this contract.

Miscellaneous service charges are not allowed used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, fuel charges, service and delivery of goods and services, in addition to other miscellaneous costs incurred to that may be incurred in the future by the Contractor.

**11. Award:**

The County will award the bid to the responsive and responsible bidder whose bid is most advantageous to the County. In determining the most advantageous bid, the County will consider criteria such as, but not limited to, cost, bidder's past performance and/or service reputation, and service capability, quality of the bidder's staff or services, customer satisfaction, references, the extent to which the bidder's staff or services meet the County's needs, bidder's past relationship with the County, total long term cost to the County, fleet continuity and any other relevant criteria listed 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 split the bid award and award by individual location only or for all locations listed by a single Department/Division or not award specific parts of the bid.

The County reserves the right to accept any proposal or to reject any or all proposals, or to award a contract on such basis as deemed to be in the agency's best interest. The County will award bid to the vendor who the evaluators feel offers the best combination of cost, experience, quality and the ability to meet product specifications

## 12. Preliminary Evaluation

Bids must be submitted on the attached bid forms. The bid will be reviewed initially to determine if any mandatory requirements are met (Where applicable).

### Evaluation Criteria

Accepted bids will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and conduct an on-site visit and use the results in scoring the bids.

#### A. General requirements

1. Familiarity with state/federal statutes governing laundry services in long term care facilities 5%
2. Adequacy and reasonableness of bid in meeting delivery time specifications to meet the needs of the facility. 15%
3. Three acceptable references, from long term care facilities of comparable size, which will speak to quality of vendor's operation/product and delivery service capabilities 5%

#### B. Technical requirements 25%

1. Completeness in meeting all specification requirements as detailed in the RFB. Special attention will be paid to procedures that are available to problem solve customer/resident issues.

#### C. Cost 50%

## 13. 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 Offices 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.

Where applicable, Contractor may be required to sign a County of Dane Service Agreement. Dane County reserves the right to reduce the scope of services during the term of the 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.

The County may terminate the contract at any time at its sole discretion by delivering thirty (30) days written notice to the contractor.

The County, by written notice may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**Opportunity to Cure:** The County in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) working days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

**Early Termination :**In the event the County exercises its unilateral right to terminate this agreement for cause, The County will return all contractor owned equipment and will incur no additional costs except for: a) satisfactory services completed; and b) for damaged or lost items which can be verified by the County as having occurred while in use or storage at the County or attributed to County employee neglect.

Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of this agreement by the Contractor and the County may withhold any payments to the Contractor for the purpose of set-off.

#### **15. 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.

#### **16. 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

#### **17. 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

**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. 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.

**20. Project/Contract Administration:**

The County agency(s) utilizing the service will be responsible for coordinating, monitoring and administering the resulting service contract/purchase order. Any modifications to contracts/purchase orders shall be communicated to the purchasing office where applicable.

The agency will responsible for notifying vendor relative to contract renewals /extensions.

**21. 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. (For site visit/location details refer to Part 2 – Technical Requirements)

**22. Proven Experience/Qualifications:**

Bidder must provide information with their bid that will certify that they are experienced with or meets the requirement of this specification to be eligible for a contract award.

**STANDARD TERMS AND CONDITIONS**  
(Request For Bids/Proposals/Contracts)

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.

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 in this request 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 which 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 on this request 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, e.g., gal., cs., doz., ea., etc., 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. Among other things, quantities, time of delivery, purpose for which required, competency of vendor, the ability to render satisfactory service and past performance will be considered in determining responsibility.

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 or services, or combination of both. 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.

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 INSURANCE RESPONSIBILITY: The successful vendor shall:

20.1 Maintain worker's compensation coverage as required by Wisconsin Statutes, for all employees engaged in the work. The successful vendor shall furnish evidence of adequate worker's compensation insurance.

20.2 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 the successful vendor furnishing the services or goods required to be provided under the contract with the County, 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 the successful vendor under this paragraph shall survive the expiration or termination of any contract resulting from the successful vendor's bid.

20.3 At all times during the term of this Agreement, keep in full force and effect comprehensive general liability and auto liability insurance policies (as well as professional malpractice or errors and omissions coverage, if the services being provided are professional services) issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided for therein in the amount of at least \$1,000,000 CSL (Combined Single Limits). Coverage afforded shall apply as primary. County shall be given ten (10) days advance notice of cancellation or non-renewal. Upon execution of this Agreement, the successful 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 the successful 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 coverage is Claims-Made and indicate the Retroactive Date, the successful vendor shall maintain coverage for the duration of this Agreement and for two years following the completion of this Agreement. The successful vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that the successful 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 the successful 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 the successful 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 the successful vendor and shall cooperate with the successful vendor's attorneys in the defense of the action, suit or other proceeding.

20.4 The County reserves the right to require higher or lower insurance limits where County deems necessary.

20.5 In case of any sublet of work under this Agreement, the successful vendor shall furnish evidence that each and every subvendor has in force and effect insurance policies providing coverage identical to that required of the successful vendor.

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 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.

22.3 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. In any event, bid prices will not be held confidential after award of contract.

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 County of Dane (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 YEAR 2000 COMPLIANT: Vendor warrants that: a) all goods, services and licenses sold otherwise provided pursuant to this procurement have been tested for and are fully year 2000 compliant, which means they are capable of correctly and consistently handling all date-based functions before, during and after the year 2000; b) the date change from 1999 to 2000, or any other date changes, will not prevent such goods, services or licenses from operating in a merchantable manner, for the purposes intended and in accordance with all applicable plans and specifications and without interruption before, during and after the year 2000; and c) vendor's internal systems, and those of vendor's vendors, are year 2000 compliant, such that vendor will be able to deliver such goods, services and licenses as required by this procurement.

28.0 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.

28.01 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.

28.02 Bidders are exempt from the above requirements 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.

## Part 2 – Detailed Specifications

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Dane County invites and will accept bids for resident laundry service. The County Human Services, Badger Prairie Health Care Center (BPHCC) as represented by the Purchasing Division, intends to use the results of this process to award a contract(s) for resident laundry service

The (BPHCC) facility is located at 1100 East Verona Avenue, Verona, Wisconsin

**Objective:** In an effort to ensure the most efficient and economical service, Dane County utilizes a Request for Bids (RFB) process to procure resident laundry 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.

**Preliminary Evaluation:** Bids must be submitted on the attached bid forms. Dane County reserves the right to accept or reject any and all bids submitted; and to accept such bid(s) deemed to be in the best interest of the County. The bids will be reviewed initially to determine if mandatory requirements are met. Failure to meet mandatory requirements will result in rejection of the bid. 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 bids and to select the bid that most closely meets the requirements specified in this RFB.

### **Experience/Qualifications:**

The County will evaluate the experience of the Contractor in providing the proposed services. Each bidder must provide information with their bid that will certify that they are experienced with or meets the requirement of this specification.

### **Mandatory Requirements:** Technical Requirements, contains mandatory specifications

To be eligible for a contract award, you must be qualified and able to provide the following mandatory requirements:

Contractor has obtained one or more accounts of at least 50% of the size, scope or value of the type of work specified in the technical specifications. In these accounts the contractor must have provided full service resident laundry service of the type of work specified in the request for bid.

Contractor shall have access to all necessary equipment and the organizational capacity and technical competence necessary to complete all specifications listed in the RFB.

Bidders shall have at least three years of commercial resident laundry service experience with comparably sized facilities.

The Contractor shall maintain a permanent place of business. If requested, contractor must provide financial statements, to evidence the contractor has adequate financial resources to complete the work proposed, as well as all other work the contractor is presently under contract to perform.

### **Bidder References:** Bid should include a complete Reference Data Sheet (Attachment)

A minimum of three selected organizations will be contacted and/or visited to determine the quality of work performed and personnel assigned to the contract. **(See Attachment)**

## Part 2 – Detailed Technical Specifications

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### GENERAL BID REQUIREMENT

The contractor shall provide all equipment /supplies. All equipment/ supplies shall meet the standards of the Federal Occupational Safety and Health Act and the State of Wisconsin Safety Codes. Upon request, the successful contractor shall submit a written list of all supplies with attached Material Safety Data Sheets (MSDS) intended for use in connection to this bid.

All tools and equipment shall be provided by the contractor and shall meet all applicable local, State and Federal Standards.

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.

Staff Qualifications: Criminal reference checks for staff assigned to the facility will be conducted by the County. Provider staff who fail the criminal reference check procedure will not be allowed into the facility

Contractor will be required to coordinate with user agency with regard to access to facility in connection to matters of security, coordination of work and material storage area designation.

The Contractor should be able to report on a monthly basis all services purchased against this contract.

### Site Visit/Location:

To schedule site visits, call the contacts as specified below:

DEPARTMENT	ADDRESS	CONTACT PERSON	TELEPHONE
<b>Badger Prairie Health Care Center</b>	1100 East Verona Avenue Verona, WI	Laura Slavik	608/845-1227

## Part 2 – Technical Requirements

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### **SPECIFICATIONS:**

Badger Prairie Health Care Center, is a 130-bed Skilled Nursing Facility. The majority of the residents have been protectively placed by the court system for treatment. Approximately 100 of the residents have their personal clothing laundered under a contract arrangement. Some of the independent residents launder their own personal clothing in facility-owned equipment available on the six nursing units.

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

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

The Resident Laundry Services program includes timely pickup, laundering, delivery, and proper infection control of resident clothing

Presently, resident clothing is laundered and returned sorted to the facility. The resident clothing is then delivered on carts to the nursing units by the contracted vendor. Nursing staff is responsible for distributing the clothing to each resident's room.

The facility employs a half-time sewing/alterations worker. He / She is responsible for marking resident clothing with the resident's name and nursing unit, as well as, mending resident clothing when appropriate.

The facility is open to discussion regarding alternative approaches to the laundering of resident clothing. Presently, resident clothing is laundered and returned sorted by unit. The facility requires the vendor to distribute the resident clothing to each clinical unit, 5 days per week. Nursing staff is responsible for distributing the clothing to each resident's room.

## TECHNICAL REQUIREMENTS SPECIFICATIONS

1. Mandatory requirements are specified on ATTACHMENT NO.1. Bid proposals that do not meet any one these requirements will be disqualified. Services listed on ATTACHMENT NO. 1 are standard service requirements which vary in procedure by vendor. Therefore, these will be considered in the overall evaluation of Bid.
2. 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 price and shall conform in strength, quality and workmanship to that usually provided by the practice.
3. The Contractor 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.
4. 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 Contractor with the objective of providing the best possible service to the County. It must be agreeable to the County and the Contractor, 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.
5. The Contractor agrees to pick-up soiled laundry and deliver clean laundry five days per week Monday through Friday. Weekend pickup or delivery is acceptable.
6. The Pick-up and Delivery Schedule of hours will be approved by the Administrator every six (6) months. This will include approval of days and hours per week. The Contractor and the Administrator will mutually agree upon requests for adjustments to the schedule. Changes to the Primary Schedule will be submitted by the 15<sup>th</sup> of the month for changes effective the following month
7. Soiled laundry will be bagged and sorted by staff as mutually agreed upon by the Contractor and the County. The Contractor shall pick up soiled laundry carts from the North and South basement dirty linen holding rooms.
8. The County shall be responsible for marking resident clothing items for proper identification.
9. 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
10. Laundering and finishing shall be in accordance with accepted standards in the hospital laundry industry. Upon request of the facility, the Contractor shall furnish details of the laundry process including detergents and disinfectants used.
11. The Contractor 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.
12. 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.
13. Temperatures of all machines' water and air shall be adjusted to protect the authentic, natural and synthetic blends, and all natural fabrics from distorting, discoloring, or deteriorating
14. All chemicals used shall be harmless to all fibers, if they are all synthetic, synthetic and natural blends, or all natural.
15. 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.

16. The Contractor shall accept full responsibility for any costs associated with damage or loss of laundry items caused by the negligence of the provider's equipment or its employees.
17. Clean laundry must be returned sorted and packaged in easily handled bundles and placed in covered containers.
18. All packaging shall be done in such a manner that the item will remain in a finished condition and not be come wrinkled and disheveled.
19. Keys will be furnished to the Contractor delivery staff in order to place the clean laundry bins in the basement Clean Linen Room. Contractor staff is required not to allow unauthorized personnel into the building.
20. It will be the responsibility of BPHCC staff to bring any problems to the attention of the Contractor staff who will then be responsible for development of an appropriate response.

**SIGNATURE AFFIDAVIT**

In signing this proposal, 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 proposal; that this proposal has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this proposal 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 proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address: (Street, City , State, Zip Code)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Date

**PRICE PROPOSAL**

**Company Name** \_\_\_\_\_

For the price(s) listed below, our firm hereby offers to provide resident laundry services in accordance with the specifications, schedule and terms and conditions of this bid:

This bid requests that all pricing be formulated in price per resident day. Price per day would be calculated as averaged daily census for the month minus those identified residents who do their own laundry

Special attention should be given to the Living Wage Requirements

**No other charges other than those specified below will be allowed.**

NON-ALLOWED CHARGES. The following, but not limited to this list of charges, and including other incidental or standard industry charges not identified herein, are not allowed under this contract.

- Start-up costs
- Setup charges (initial setup of program)
- Weekly or Trip Minimum charges
- Garments Storage
- Environmental charges
- Energy Charges
- Fuel charges
- Delivery minimum
- Repairs

Miscellaneous service charges used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred to that may be incurred in the future by the Contractor.

Pricing should be provided for each year of the three-year period.

<b>RESIDENT LAUNDRY SERVICES</b>			
	<b>Year 1 2007</b>	<b>Year 2 2008</b>	<b>Year 3 2009</b>
Wash and Dry, Fold Small Items Hang pants, dresses, blouses and shirts Sort by Unit Deliver all items in carts to Nursing Units <b>Price per resident per day</b>	\$	\$	\$

**REFERENCE DATA SHEET**

**FOR VENDOR NAME:** \_\_\_\_\_

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 QULIFICATIONS**

Furnish written information about your experience. State all locations, and dates of operation; the types and size of events; if appropriate, the numbers and kinds of employees involved; and any other relevant details which would indicate your capability to perform such operations. Attach as many sheets as needed to fully set forth this information.

Please answer all questions. Attach additional sheets as necessary.

1. Name of the firm under which you do business: \_\_\_\_\_
2. Permanent main office address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone No.: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of organization: (Check all applicable)  

<input type="checkbox"/> Individually-Owned	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> Profit	<input type="checkbox"/> Non-profit

If a corporation, enter the date of incorporation and the state in which incorporated:  
Date: \_\_\_\_\_ State: \_\_\_\_\_
4. Enter the number of years you have been in business under the present firm name: \_\_\_\_\_
5. Number of years of Experience: \_\_\_\_\_
6. Describe the general background and services provided by the organization: Use additional sheets as necessary: \_\_\_\_\_  
\_\_\_\_\_
7. Experience: Describe previous experience you have had with similar accounts: \_\_\_\_\_  
\_\_\_\_\_
8. How is your staff supervised, where is the supervisor's office and how does staff communicate with the supervisor? \_\_\_\_\_  
\_\_\_\_\_
9. Provide detailed description and additional information that will be used in the evaluation of this bid. Use the space provided or a separate sheet for your responses:

A. DELIVERY and PICK-UP PROCEDURE  
describe routines and steps taken by the delivery person.

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B. TRACKING PROCEDURE  
Describe the procedures and/or cycle that takes place for each piece of resident garment from pickup to delivery.

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C. NORMAL WEAR AND TEAR REPLACEMENT POLICY (If applicable)  
Describe the procedures for replacement due to normal wear and tear.

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D. RESPONSE TIME AND PROCEDURE TO ADDRESS EMERGENCY NEEDS (if applicable)  
Specify response time from notification of emergency need and describe your emergency procedures.

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E. COMMUNICATION PROCEDURE  
Describe what responsibilities and authorities the delivery person would have to communicate problems, missing items, replacements, etc.

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F. BREAKDOWN PROCEDURE  
State provisions for fulfilling contract in the event of breakdown or other reason which would cause inability to perform this contract at current operational cost.

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**Part 3 - Bid Forms  
Submit With Bid**

ATTACHMENT #1

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

#	REQUIREMENT	YES	NO
1	The Contractor 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.			
2	Resident clothing 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.		
3	If facility staff are involved in the pick-up and distribution, the Contractor 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.		
4	If the Contractor provides laundry carts that are ready to deliver to the nursing units, the pick-up and delivery schedule may be completed on an alternative schedule. Delivery on Saturday and Sunday may be an option.		
5	Bidder must designate a contact person to provide on-going communication, and problem solving with BPHCC staff.		
6	The contract requires the Contractor 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, or at a minimum, will include a procedure to determine how the facility will be reimbursed following replacement of damaged resident clothing.		
7	The Contractor 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.		
8	If it is determined that Contractor staff will have access to the Nursing Units, the Contractor 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. Contractor staff who fail the Criminal Reference Check Procedure will not be allowed into the facility.		
9	If it is determined that Contractor staff will have access to the Nursing Units, the Contractor 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.		
10	The Contractor will meet all Federal and State infection control requirements. (Physical plant layout separating soiled and clean clothing.)		
11	The Contractor will provide proof of current State of Wisconsin licensure to provide resident laundry services in long-term care facilities.		
12	The facility reserves the right to inspect the Contractor's plant and equipment, including laundry carts, bins and hampers, and to inspect the laundry process for cleanliness, sanitation, and infection control compliance.		

# LIVING WAGE CERTIFICATION

(Corporate or LLC Contractor)

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