



## REQUEST FOR BID

Department of Administration  
Purchasing Division

<b>BID NUMBER</b>	<b># 106136</b>
<b>RFB TITLE</b>	Custodial Services
<b>PURPOSE</b>	The purpose of this RFB is to solicit bids from responsive and responsible bidders to provide custodial services in accordance with the scope of services.
<b>DEADLINE FOR BID SUBMISSIONS</b>	<b>2:00 P.M. Central Time</b> <b>November 15, 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>SPECIAL INSTRUCTIONS</b>	Bidders must submit and original and four (4) copies of the bid forms only
<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>  Part 1- General Guidelines & Information  Part 2- Detailed Specifications  Part 3 – Bid Forms	<b>RESPONSE CHECKLIST:</b>  <input type="checkbox"/> Signed Affidavit – Completed Bid Forms  <input type="checkbox"/> Submit and original and three (4) Copies  <input type="checkbox"/> Label the lower corner of your bid with the bid number
<b>DATE BID ISSUED: 10//24/06</b>	

## ON-SITE VIST SCHEDULE:

Vendor may visit the service sites as follows:

November 8, 2006 (ONLY)

<b>Time</b>	<b>Location:</b>
From 8:00 a.m to 9:00 a. m	<b>DANE COUNTY LANDFILL, 7102 HWY 12 &amp; 18 MADISON, WI 53704</b>
From 9:30 to 10:30 a.m	<b>DEPARTMENT OF HUMAN SERVICES 125 VETERANS ROAD STOUGHTON, WI 53589</b>
From 11:00 a.m. to 12:00 noon	<b>DEPARTMENT OF HUMAN SERVICES 1837 BOURBON ROAD CROSS PLAINS, WI 53528</b>
From 12:30 p.m to 1:30 p.m	<b>DEPARTMENT OF HUMAN SERVICES 1460 W. MAIN STREET SUN PRAIRIE, WI 53590</b>

## Part 1- General Guidelines and Information

### 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 four 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 four (4) optional renewal years or to terminate and re-bid this contract

Anticipated start date: On or about January 1, 2007

### 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. Awards will be made based on the price per month per each site and evaluation criteria.

The County reserve 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.

## **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 (if applicable).

## **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, Contractors 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.

## **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. (Refer to schedule).

#### **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

Dane County invites and will accept bids for custodial services at a various County properties. The County as represented by Purchasing Division, intends to use the results of this process to award a contract(s) for custodial services.

**OBJECTIVE** - In an effort to ensure the most efficient and economical service, Dane County utilizes a Request for Bids (RFB) process to procure Custodial 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.

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. **Bidders may bid on any or all of** locations.

**PRELIMINARY EVALUATION** 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**

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 request for proposal. In these accounts the contractor must have provided full service janitorial 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 two years of commercial cleaning experience with comparably sized facilities work experience for other custodial firms will be considered.

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)

Bid shall include a complete **Work History** of all present and past janitorial service contracts performed within the last two (2) years indicating contract status. This is to include contracts that were canceled, terminated or not extended. Include name and telephone number of contact person(s), which can be used as references for work performed, include square footage of facility. Failure to provide an accurate work history will result in the rejection of bid. .

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 )**

Bid shall include a **Statement of Qualification (See Attachment)** this may include resume(s) of the managerial Staff directly responsible for implementation of this contract. (Please attach.)

## **Staff Qualifications**

### **Organization / Supervision**

Contractor shall specify the names of Shift Supervisors that shall be at the Job Site and assigned to the facility. Identify their specific daily job responsibilities

### **Experience Of Workforce**

A minimum of specified work experience in the following personnel is required. This may include formal training and on-the-job custodial experience in the positions of:

1. Shift supervisor      twelve (12) months
2. Lead worker          six (6) months
3. Trained personnel    three (3) months

Bidders shall included resume(s) of the managerial/administrative staff directly responsible for implementation of this contract.

### **Training**

Bidder shall submit detailed information on the type of custodial training provided for supervisors. Identify the format of training classes, length of training periods and demonstration locations, if applicable. Certificates of training completion may be required of the Contractor.

## MAINTENANCE PROVISIONS

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**Equipment And Supplies:** The contractor shall provide all cleaning equipment and supplies. All 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 the building. The contractor will make every effort to use environmentally friendly products

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

**Dane County Will Supply:** Toilet paper, trash can liners, paper towels, and hand soap.

**Monthly Inspections:** The Contractor's on-site supervisor shall conduct a monthly inspection and evaluation of the facility with the designated Dane County staff member to ensure compliance with the work required by this contract. **(See Attachment Monthly Quality Assurance Inspections)**

**Work Schedule:** Work schedules are specified in the Technical Requirements. Cleaning services are not required on County holidays.

**Technical Requirements:** Technical Requirements, contains mandatory specifications. These represent the minimum frequency of cleaning required.

Contractor shall be responsible for all keys issued to the Contractor. Under no circumstances shall Contractor's employees admit anyone to areas controlled by a key in their possession. All doors and windows shall be closed and locked upon completion of work in the area. Contractor shall not duplicate any keys for the premises and shall report any lost keys to the Dane County contact person. Dane County will replace keys and re-key locks. Any costs incurred for the replacement of keys or re-keying of locks necessitated by the Contractor or the Contractor's employees will be charged to the Contractor.

Employees of Contractor shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or county property.

## CONTRACTOR RESPONSIBILITIES

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The contractor shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The supervisor may be a working supervisor. The contractor shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed. Custodians shall maintain a clean, professional appearance and wear proper identification at all times.

All custodial work listed on the attached schedule shall be performed in a thorough and professional manner and in accordance with accepted custodial methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.

The contractor shall be in full compliance with the OSHA Bloodborne Pathogens Final Standard.

- Turn off lights upon completion of cleaning operations.
- Require that employees adhere to the following work rules.
- Do not read or remove any materials left on desks, file cabinets, etc.
- Do not remove anything from the building which is personal or County property.
- Do not smoke in the buildings.
- Do not use telephones or computers for personal calls.
- Do not open drawers, doors, etc. of office furniture.
- Do not consume alcoholic beverages or other drugs on the job or report to work under the influence of alcohol or drugs.
- Do not operate or tamper with any office machines or equipment.
- Wear proper attire.
- Security check doors and windows.

**WORK RULES** The contractor shall require employees to adhere to the following work rules:

1. Do not read or remove any materials left on desk, file cabinets, etc.
2. Do not remove anything from the building, which is personal or County property.
3. Do not smoke in the buildings.
4. Do not use telephones or computers for personal calls.
5. Do not open drawers, doors, etc. of office furniture.
6. Do not consume alcoholic beverages or other drugs on the job or report to work under the influence of alcohol or drugs.
7. Do not operate or tamper with any office machines or equipment.
8. Do not enter any off-limits areas of the building.
9. Wear proper attire.

## CLEANING STANDARDS

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The following cleaning standards shall be used on a daily basis, and during the quality assurance inspection process to assess the quality of cleaning performance per attributes identified on the Quality Assurance Form Attachment.

### ENTRANCES

**Mats and Carpet** - Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.

**Glass and Metal Surfaces** - Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.

**Dusting** –All ledges, furniture, and other surface areas shall be free of dust and soil without damaging surfaces. They shall appear visibly and uniformly clean.

**Floor Appearance** – Floors, covebase, corners and thresholds shall be free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue and dried-slurry. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors, carpet, covebase and thresholds shall appear visibly and uniformly clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, spots and foreign objects.

**Walls** - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Fixtures/ Phones/ Fountains** – Public phones, fire extinguisher cabinets, water fountains and other fixtures shall be free of dust, soil, scale and water spots without causing damage. Brightwork shall be disinfected and polished to a streak-free shine. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

### ELEVATORS

**Tracks** - Shall be free of dirt and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures

**Lights** - Shall be free of dust and soil and stains without causing damage. Diffusers shall remain in proper position, they shall appear streak-free, film-free and uniformly clean.

**Walls and Doors** - Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. Bright metal surfaces shall be polished to a high shine. This shall include the elimination of polish residue and/or film.

**Floors, Carpet and Covebases** - Shall be free of dust, dried soil, soil, gum, spots, stains and other debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors, carpet and covebases shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

## CORRIDORS AND ELEVATOR LOBBIES

**Floor Appearance** – Floors and carpets shall be free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue and dried-slurry. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors and carpets shall appear visibly and uniformly clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, spots and foreign objects.

**Baseboards** – Covebase and corners shall appear visibly and uniformly clean. They shall be free of dust, soil, gum, spots, stains and other debris.

**Walls** - Shall be free of dust, dried-soil and soil without causing damage. Surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Fixtures/ Phones/ Fountains** – Public phones, fire extinguisher cabinets, water fountains and other fixtures shall be free of dust, soil, scale and water spots without causing damage. Brightwork shall be disinfected and polished to a streak-free shine. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

## STAIRWELLS

**Rails and Walls** - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.

**Steps and Landings** - Shall be free of dust, dried soil, gum, stains and debris. This shall include risers and covebases. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

## RESTROOMS

Special Note: Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection, is considered of the highest priority by the department. Sanitation levels shall be closely monitored by inspection and approved testing methods.

**Dispensers/ Hardware** - Shall be free of dust, soil, bacteria and scale without causing damage. Surfaces and brightwork shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue. Dispensers shall be refilled when required with proper expendable supply item.

**Sinks** - Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots.

**Mirrors** - Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

**Toilets and Urinals** - Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.

**Partitions/ Walls/ Doors** - Shall be free of dust, soil, spots and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film. Ceramic walls and wainscots; and metal kick plates, handles and push plates on doors shall also be polished-dry.

**Floors and Baseboards** - Shall be free of dust, soil, gum, stains and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent shine. Floors and

covebases shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

**Waste Containers** - Contents shall be removed from waste containers and canliners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of an offensive odor emitting from the container.

## **OFFICES & EQUIPMENT AREAS**

**Furniture and Equipment** - Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.

**Walls and Doors** - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Waste Containers/ Recycling** - Contents shall be removed from waste containers and canliners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of a offensive odor emitting from the container.

**Partitions** - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Dusting**—All ledges, furniture, and other surface areas shall be free of dust and soil without damaging surfaces. They shall appear visibly and uniformly clean.

**Floor Appearance**— Floors and carpets shall be free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue and dried-slurry. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors and carpets shall appear visibly and uniformly clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, spots and foreign objects.

**Baseboards** – Covebase and corners shall appear visibly and uniformly clean. They shall be free of dust, soil, gum, spots, stains and other debris.

**Edge Vacuuming** – Floors and carpets shall have edges and borders vacuumed to be free of dust, soil, and other debris. This shall include areas under heat registers, partitions, desks, and equipment on of cleaner residue and dried-slurry. Edge areas shall appear visibly and uniformly clean.

## **WINDOWS**

**Glass/ Sidelights** - Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Sills/ Frames** - Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Blinds** - Shall be free of dust and soil without causing damage

## JANITOR CLOSETS AND STOREROOM

**Cleanliness** – Shelves, walls and janitorial carts shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue. Supplies and equipment stored shall also be free of dust and soil, and organized, neatly. Utility Sinks shall be kept visibly clean and free of residue and soap film. Bright-work shall be cleaned, de-scaled and polished. Floors shall be swept and mopped clean, free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that results in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean.

**Organization** - Supplies and equipment shall be stocked/organized, neatly on shelves and on janitorial carts. All dirty rags, debris, packing material, empty containers or other waste materials should be disposed of properly and not left to accumulate in the closet or storerooms.

**Supplies and Equipment** – Adequate quantities of properly labeled supplies (minimum of two weeks inventory) must be on-hand to perform cleaning operations at all times. All supplies must be approved by the building management. All vacuums and other equipment should be emptied daily and electrical cords checked for safety. Vacuums must be kept in good working condition. Equipment must not leak fluids or dust.

## MISCELLANEOUS

**Air Vents** - Shall be free of dust and soil. This also applies to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

**Light Fixtures** - Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

**Carpet Spotting** – Spots, soil marks, gum and stains on carpets shall be removed as they occur throughout the building. All cleaner residue shall be eliminated and the carpet restored to a uniformly clean appearance.

**Cafeteria/ Kitchen/ Kitchenettes** – All furniture, counters, vending machines and other surface areas shall be cleaned/disinfected to be free of soil and food debris, without damaging surfaces. Vacuum, spot clean and extraction clean all carpets to maintain a uniformly clean appearance. Sweep, vacuum, wet mop, spray buff/ burnish hard floor surfaces to maintain a high shine. All shall be free of dust, soil, cleaner residue and soap film. Sinks shall be wiped free of dust, soil, bacteria, water spots, and scale and appear visibly and uniformly clean, without causing damage. Bright-work shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine, including elimination of polish residue. Dispensers shall be refilled when required with proper expendable supply item. Empty, replace liners, wipe clean waste/ recycle containers and ashtrays

## CUSTODIAL SCHEDULE

**DEPARTMENT OF HUMAN SERVICES**  
**1460 W. MAIN STREET**  
**SUN PRAIRIE, WI 53590**  
Laura Huttner, 242-6260

Custodial services to be provided after normal working hours. Actual hours to be arranged with the Project Manager. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday  
6,445 sq.ft.

**LOBBY/ENTRYWAYS:**  
Damp wipe metal surfaces.  
Empty and damp wipe waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick up, clean floors, replace, vacuum mats.  
Spot clean walls.  
Vacuum carpet.  
Remove carpet stains as they occur.

**CORRIDORS:**  
Clean and polish drinking fountains.  
Dust mop resilient ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.  
Remove carpet stains.

**RESTROOMS:**  
Empty waste container.  
Damp wipe/disinfect waste containers.  
Replace liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean wall.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

**OFFICES:**  
Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and or damp wipe desk top upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surface when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.

CUSTODIAL CLOSETS: Spot clean walls.  
 Dust and damp mop hard floor.  
 Clean slop sink.  
 Stock and organize supplies on shelves and carts.  
 Spot clean walls.  
 Spot clean doors.  
 Wash walls as needed.  
 Clean equipment after use.  
 SECURITY CHECKS: Remove food and open beverage containers nightly.  
 Complete security checks for doors and windows.  
 REPAIR REPORTS: Report necessary repairs, etc. to County contact person.

SCHEDULE OF SERVICES

ONCE WEEKLY

LOBBY/ENTRYWAYS Clean high glass above 7 feet.  
 Remove cobwebs.  
 Dust baseboards and flat surfaces.  
 Dust all wall fixtures and furniture.  
 Wash stainless and aluminum surfaces with suitable cleaners.

CORRIDORS Spot clean all wall.  
 Dust baseboards.  
 Dust wall fixtures.  
 Damp wipe or vacuum door grilles.  
 Damp mop floors.

RESTROOMS Acid clean/de-scale urinals.  
 Acid clean/de-scale toilet bowls.  
 Damp wipe metal partitions.  
 Damp wipe ceramic tile walls.  
 Damp wipe entry/exit doors.  
 Damp wipe handles, push and kick plates and polish dry.  
 Damp wipe or vacuum return air grilles and door grilles.  
 Clean and polish chrome fixtures.

OFFICES Damp wipe waste containers.  
 Damp mop resilient ceramic or terrazzo flooring.  
 Damp wipe interior doors.  
 Clean glass panels (low glass).  
 Damp wipe metal and vinyl surfaces on partitions.  
 Dust accessible windowsills.  
 Dust all furniture and equipment.  
 Edge-vacuum carpet.  
 Vacuum under desks and tables.  
 Vacuum upholstered furniture.

STORAGE AREAS Dust and damp mop floors.  
 RECYCLING BINS Empty recyclables on each floor.

SCHEDULE OF SERVICES

ONCE MONTHLY

RESTROOMS Dust all walls.  
 Damp wipe fire cabinets and clean glass doors.  
 Delime water fountains and clean outside of fountain cabinet.  
 Wash all walls.  
 Spot clean walls extensively.  
 Vacuum return air grilles and door grilles.  
 Damp wipe accessible windowsills.  
 Wash or vacuum venetian blinds.

MONTHLY MEETINGS Meet with Contract Administrator to discuss building problems, etc.

SCHEDULE OF SERVICES

QUARTERLY

RESTROOMS

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August, and November.

OFFICES

Wash interior partitions and high and low glass that can be reached with a six-foot step ladder during the months of March, June, September, and December.

SCHEDULE OF SERVICES

ANNUALLY

Wash inside surfaces of exterior windows.  
Wash HVAC ceilings and wash wall vents.  
Wash ceiling fixtures.  
Strip and refinish all terrazzo and tile floors.  
Shampoo all carpets.

**DEPARTMENT OF HUMAN SERVICES  
1837 BOURBON ROAD  
CROSS PLAINS, WI 53528  
Laura Huttner, 242-6260**

Custodial services to be provided after normal working hours with actual hours to be arranged with the Project Manger. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday  
2,800 sq.ft.

**LOBBY/ENTRYWAYS**

Damp wipe metal surfaces.  
Empty and damp wipe waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick up, clean floors, replace, vacuum mats.  
Spot clean walls.  
Vacuum carpet.

**CORRIDORS**

Remove carpet stains as they occur.  
Clean and polish drinking fountains.  
Dust mop resilient ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.

**RESTROOMS**

Remove carpet stains.  
Empty waste container.  
Damp wipe/disinfect waste containers.  
Replace liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean wall.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.

**OFFICES**

Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.  
Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and or damp wipe desktop upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surface when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.

**CUSTODIAL CLOSETS**

Spot clean walls.  
Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.

SECURITY CHECKS	Clean equipment after use. Remove food and open beverage containers nightly. Complete security checks for doors and windows.
REPAIR REPORTS	Report necessary repairs, etc. to County contact person.

SCHEDULE OF SERVICES  
ONCE WEEKLY

LOBBY/ENTRYWAYS	Clean high glass above 7 feet. Remove cobwebs. Dust baseboards and flat surfaces. Dust all wall fixtures and furniture.
CORRIDORS	Wash stainless and aluminum surfaces with suitable cleaners. Spot clean all wall. Dust baseboards. Dust wall fixtures. Damp wipe or vacuum door grilles. Damp mop floors.
RESTROOMS	Acid clean/de-scale urinals. Acid clean/de-scale toilet bowls. Damp wipe metal partitions. Damp wipe ceramic tile walls. Damp wipe entry/exit doors. Damp wipe handles, push and kick plates and polish dry. Damp wipe or vacuum return air grilles and door grilles.
OFFICES	Clean and polish chrome fixtures. Damp wipe waste containers. Damp mop resilient ceramic or terrazzo flooring. Damp wipe interior doors. Clean glass panels (low glass). Damp wipe metal and vinyl surfaces on partitions. Dust accessible windowsills. Dust all furniture and equipment. Edge-vacuum carpet. Vacuum under desks and tables. Vacuum upholstered furniture.
STORAGE AREAS RECYCLING BINS	Dust and damp mop floors. Empty recyclables on each floor.

SCHEDULE OF SERVICES  
ONCE MONTHLY

RESTROOMS	Dust all walls. Damp wipe fire cabinets and clean glass doors. Delime water fountains and clean outside of fountain cabinet. Wash all walls Spot clean walls extensively. Vacuum return air grilles and door grilles. Damp wipe accessible windowsills. Wash or vacuum venetian blinds.
MONTHLY MEETINGS	Meet with Contract Administrator to discuss building problems, etc.

SCHEDULE OF SERVICES  
QUARTERLY

RESTROOMS	Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August, and November.
OFFICES	Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September, and December.

SCHEDULE OF SERVICES  
ANNUALLY

Wash inside surfaces of exterior windows.  
Wash HVAC ceilings and wash wall vents.  
Wash ceiling fixtures.  
Strip and refinish all terrazzo and tile floors.  
Shampoo all carpets.

**DEPARTMENT OF HUMAN SERVICES**  
**125 VETERANS ROAD**  
**STOUGHTON, WI 53589**  
Laura Huttner, 242-6260

Custodial services to be provided after normal working hours with actual hours to be arranged with the Project Manger. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday  
10,000 sq.ft.

**LOBBY/ENTRYWAYS**

Damp wipe metal surfaces.  
Empty and damp wipe waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick up, clean floors, replace, & vacuum mats.  
Spot clean walls.  
Vacuum carpet.

**CORRIDORS**

Remove carpet stains as they occur.  
Clean and polish drinking fountains.  
Dust mop resilient ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.

**RESTROOMS**

Remove carpet stains.  
Empty waste container.  
Damp wipe/disinfect waste containers.  
Replace liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean wall.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

**OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and or damp wipe desk top upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surface when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.

**CUSTODIAL CLOSETS**

Spot clean walls.  
Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.

SECURITY CHECKS Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.  
Complete security checks for doors and windows.

REPAIR REPORTS Report necessary repairs, etc. to County contact person.

SCHEDULE OF SERVICES

LOBBY/ENTRYWAYS ONCE WEEKLY  
Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaners.

CORRIDORS Spot clean all wall.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

RESTROOMS Acid clean/de-scale urinals.  
Acid clean/de-scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum return air grilles and door grilles.  
Clean and polish chrome fixtures.

OFFICES Damp wipe waste containers.  
Damp mop resilient ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

STORAGE AREAS Dust and damp mop floors.  
RECYCLING BINS Empty recyclables on each floor.

SCHEDULE OF SERVICES

ONCE MONTHLY  
Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.  
Wash all walls  
Spot clean walls extensively.  
Vacuum return air grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

RESTROOMS Meet with Contract Administrator to discuss building problems, etc.

MONTHLY MEETINGS

SCHEDULE OF SERVICES

QUARTERLY  
RESTROOMS Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August, and November.

OFFICES Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September, and December.

## SCHEDULE OF SERVICES

### ANNUALLY

Wash inside surfaces of exterior windows.  
Wash HVAC ceilings and wash wall vents.  
Wash ceiling fixtures.  
Strip and refinish all terrazzo and tile floors.  
Shampoo all carpets.

## SCHEDULE OF SERVICE

### MONTHLY

Dust chair rungs, wash partition glass.  
Perform dusting above 7' (vents, etc.).  
Spot clean walls as required.

## SCHEDULE OF SERVICE

### QUARTERLY

Dust blinds.  
Dust sides of furniture.  
Wash interior and exterior glass.  
Strip and refinish tiled floors.

**LANDFILL, 7102 HWY 12 & 18**

**MADISON, WI 53704**

**Contact Persons: Dave Ward 838-9555 (office) or 444-7826 (cell)**

This is a single story office. The garage portion of the building is not included in this contract. Custodial services to be provided once a week, on Thursday, during normal work hours arranged with the Contract Administrator

Square Footage:	1,200
Normal Building Hours:	7:00 a.m. to 3:00 p.m. Monday to Friday
Services Required:	Thursday

**WEEKLY:**

Sweep or dust mop all floors, then wet mop.  
Dust or damp wipe horizontal surfaces of all tables, files, cabinets, shelves, windowsills, and countertops. Dust or damp wipe desks when requested by staff.  
Vacuum mats and clean floor underneath.  
Empty, clean and polish ashtrays, if any.  
Empty waste containers and remove trash to designated area, recycle trash as directed (no sorting).  
Install plastic liners as required.  
Clean entry door glass and door handle, and spot clean any partition glass.  
Delime and polish water fountains.  
Clean all hall and entrance areas and any break areas (including sink), conference room, and work areas.  
Remove cobwebs.  
Brush or vacuum all upholstered chairs.  
Clean restrooms, to include:  
Clean & disinfect sinks, toilets, urinals, showers, and hardware.  
Acid clean toilets and urinals.  
Clean partitions, dispensers and mirrors.  
Spot clean walls, doors, door handles, and light switches of smudges.  
Clean vents.  
Flush drains with water.  
Leave a written report on broken items or unusual occurrences.

**MONTHLY:**

Dust chair rungs and backs, wash partition glass.  
Perform dusting above 7' (vents, etc.).  
Spot clean walls as required.

**QUARTERLY:**

Wash interior and exterior windows  
Dust blinds.  
Dust sides of furniture.

**ANNUALLY:**

Strip and refinish tiled floors.

**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 Maintenance Services at the following locations in accordance with the Maintenance Service Schedule and Terms and Conditions of this bid:

Prices must be bid at a yearly rate for all work associated with the location listed in the Custodial Schedule. Divide by 12 to arrive at a monthly rate.

Prices quoted shall be firm for the first two (2) years of the contract. Annual percentage increases may be listed for third, fourth and fifth year.

**Bidders may bid on any or all of locations.** Special attention should be given to the Living Wage Requirements

DEPARTMENT OF HUMAN SERVICES 1460 W. MAIN STREET SUN PRAIRIE, WI 53590		\$ Cost per Year	\$ Cost per Month
<b>Year 2007</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2008</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2009</b>		Annual Percentage increase	%
<b>Year 2010</b>		Annual Percentage increase	%
<b>Year 2011</b>		Annual Percentage increase	%

DEPARTMENT OF HUMAN SERVICES 1837 BOURBON ROAD CROSS PLAINS, WI 53528		\$ Cost per Year	\$ Cost per Month
<b>Year 2007</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2008</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2009</b>		Annual Percentage increase	%
<b>Year 2010</b>		Annual percentage increase	%
<b>Year 2011</b>		Annual percentage increase	%

DEPARTMENT OF HUMAN SERVICES 125 VETERANS ROAD STOUGHTON, WI 53589		\$ Cost per Year	\$ Cost per Month
<b>Year 2007</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2008</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2009</b>		Annual Percentage increase	%
<b>Year 2010</b>		Annual Percentage increase	%
<b>Year 2011</b>		Annual Percentage increase	%

DANE COUNTY LANDFILL, 7102 HWY 12 & 18 MADISON, WI 53704		<b>\$ Cost per Year</b>	<b>\$ Cost per Month</b>
<b>Year 2007</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2008</b>	Total \$ amount for all schedule custodial service per 12 months		
<b>Year 2009</b>		Annual Percentage increase	%
<b>Year 2010</b>		Annual Percentage increase	%
<b>Year 2011</b>		Annual Percentage increase	&

### Miscellaneous Extra Work

Work not considered to be routine, not done on a regular schedule, and not considered under the regular schedule of this contract shall be considered extra work. This type of work may only be done at the request of the Contract Administrator. Extra work and project cleaning shall be performed at the **AVERAGE HOURLY RATE**. The County in consultation with the Contractor will determine the number of hours and the schedule required to accomplish the requested tasks. The cost of special equipment, materials and supplies will be separately negotiated, if not provided by the County.

The following are examples of the type of work that is considered extra:

- Cleaning light fixture/ceiling duct plates
- Cleaning wood flooring with Gammasol products

Provide an average hourly rate for additional <b>projects</b> /work on as needed basis	\$ _____
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**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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK HISTORY**

Enter your Company Name: \_\_\_\_\_

Provide company name, address, contact person, telephone number, information about work performed, including square footage of facility, and contract status for all past and present janitorial service contracts performed within the last three (2) years.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Type of facility: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Type of facility: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Type of facility: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Type of facility: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Type of facility: \_\_\_\_\_

**Please duplicate this form if more space is needed.**

**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)  
€ Individually-Owned      € Partnership      € Corporation      € Joint Venture  
€ Private      € Public      € Profit      € 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: \_\_\_\_\_
4. Identify number of employees: \_\_\_\_\_ (Locally) or Nation Wide \_\_\_\_\_
6. Number of years of Experience: \_\_\_\_\_
7. Number of Managers \_\_\_\_\_ (Attach a Resume(s))
8. Describe the general background and services provided by the organization: Use additional sheets as necessary. \_\_\_\_\_  
\_\_\_\_\_
9. Experience: Describe previous experience you have had with similar accounts \_\_\_\_\_  
\_\_\_\_\_
10. Describe your training program for your employees \_\_\_\_\_  
\_\_\_\_\_
11. How is your staff supervised, where is the supervisor's office and how does staff communicate with the supervisor? \_\_\_\_\_  
\_\_\_\_\_

## FOR DANE COUNTY USE - QUALITY ASSURANCE INSPECTION FORM

BUILDING:	DATE:	TIME:	INSPECTOR:
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1. AREAS INSPECTED	ABOVE STANDARD	STANDARD	BELOW STANDARD	
<b>1. ENTRANCES &amp; LOBBIES</b>				
a. Mat & Carpets				
b. Glass & Metal Surfaces				
c. Dusting				
d. Floor Appearance				
e. Walls				
f. Fixtures, Phones & Fountains				
<b>2. ELEVATORS</b>				
a. Tracks				
b. Lights				
c. Walls & Doors				
d. Floors, Carpets & Covebase				
<b>3. CORRIDORS /ELEVATOR LOBBIES</b>				
a. Sweeping & Vacuuming				
b. Floor Appearance				
c. Baseboards				
d. Walls				
e. Fixtures, Phones & Fountains				
<b>4. STAIRWELLS</b>				
a. Rails & Walls				
b. Steps & Landings				
<b>5. RESTROOMS</b>				
a. Dispensers & Hardware				
b. Sinks				
c. Mirrors				
d. Toilets & Urinals				
e. Partitions, Walls & Doors				
f. Floors & Baseboards				
g. Waste Containers				
<b>6. OFFICES, EQUIPMENT AREAS</b>				
a. Furniture & Equipment				
b. Walls & Doors				
c. Waste Containers / Recycling				
d. Partitions				
e. Dusting				
f. Floor Appearance				
g. Baseboards				
h. Edge vacuuming				
<b>7. WINDOWS</b>				
a. Glass & Sidelights				
b. Sills & Frames				
c. Blinds				
<b>8. JANITOR CLOSETS / STOREROOMS</b>				
a. Cleanliness				
b. Organization				
c. Supplies & Equipment				
<b>9. MISCELLANEOUS</b>				
a. Air Vents				
b. Light Fixtures				
c. Carpet Spotting				
d. Cafeteria, Kitchen & Kitchenettes				
e. Day Porter Services				
f. Onsite Supervision				
g. Security				
h. Other				

**ADDITIONAL COMMENTS**

# 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