



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

BID NUMBER	109114	
RFB TITLE	Resident Personal Laundry Service and/or Facility Linen Service for Badger Prairie Health Care Center, Verona, Wisconsin	
PURPOSE	The purpose of this RFB is to solicit bids from responsive and responsible bidders to provide Personal Laundry and/or Facility Linen Service in accordance with the scope of services.	
DEADLINE FOR BID SUBMISSIONS	October 28, 2009 2:00 P.M. Central Time <small>Late bids, faxed bid, electronic mail bids or unsigned bid will be rejected</small>	
SUBMIT BID TO THIS ADDRESS	DANE COUNTY PURCHASING DIVISION ROOM 425 CITY COUNTY BUILDING 210 MARTIN LUTHER KING JR BLVD MADISON, WI 53703-3345	
REQUIRED BID COPIES	Submit a total of (4) copies of your bid (Part 4 - Required Bid Forms Only)	
VENDOR CONFERENCE/TOUR	If Any Refer to Section 23	
PLEASE DIRECT ALL INQUIRES TO	NAME	Francisco Silva
	TITLE	Purchasing Agent
	PHONE #	608/267-3523
	FAX #	608/266-4425
	EMAIL	silva@co.dane.wi.us
	WEB SITE	www.danepurchasing.com
THIS RFB IS COMPRISED OF:	RESPONSE CHECKLIST:	
Part 1 - General Guidelines & Information	<input type="checkbox"/> Signed Affidavit – Completed Bid Forms	
Part 2 - Technical Requirements	<input type="checkbox"/> Submit one original and required bid copies	
Part 3 - Description of Service Schedule A	<input type="checkbox"/> Label the lower corner of your bid with the Bid number	
Part 4 - Required Bid Forms		

DATE BID ISSUED: XX XX XXXX for Purchasing use

BID BLANK FOR SERVICES.

Part 1 General Guidelines and Information

1. Introduction:

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

2. 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 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.

3. Project/Contract Administration:

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

4. Clarification/Questions:

Any questions concerning this Bid must be submitted in writing by mail, fax or email at least **FIVE WORKING DAYS** prior to the bid deadline. Requests submitted after that time **WILL NOT** be considered. All inquiries must be directed to the person indicated on the cover page.

5. Addendums:

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, revisions/amendments and/or supplements will be posted on the Purchasing Division web site at www.danepurchasing.com. Bidders are reminded to regularly monitor the web site for any such postings. Bidders must acknowledge the receipt/review of any addendum(s) on the bottom of the Signature Affidavit.

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

6. Term

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run for one year from the date, with an options by mutual agreement of the County and contractor, to renew for **four (4)** 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: **January 1, 2010**

7. Acceptance:

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

8. Withdrawal of Bids:

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

9. Preliminary Evaluation

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

10. Proven Experience/Qualifications:

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

11. Award:

Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid

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

The County reserves the right to split the bid award and award by specific service or not award specific parts of the bid. Awards will be made based on the price per resident per day and evaluation criteria.

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

Evaluation Criteria:

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria. This scoring will determine the ranking of proposers based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest ranking proposers will be invited to make such presentations. Those proposers that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Percent
1. General Requirements	35%
a Completeness of the RFB Responses	5

b	Knowledge of state/federal statutes governing laundry services in long term care facilities	5	
c	Quality control	5	
d	Experience and capabilities in providing similar services from comparable type and size of facilities	5	
e	Proposer explanation which will speak to quality of provider's operation and delivery service capabilities	15	
2.	Technical Requirements		35%
a	Completeness in meeting all specification requirements as detailed in the RFB to meet the needs of the facility.	10	
b	Provider organizational capacity and technical competence necessary to complete all specifications listed	5	
c	Communication and Customer Service	10	
d	Procedures available to problem solve customer issues	10	
3.	Cost		30%
		100	

12. Additions to Contract:

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

The County Purchasing Office will send the vendor a letter requesting pricing for the item(s) to be added. The vendor, within three working days, should respond in writing and include the bid number, contract period and the price for each item or service to be provided. Upon receipt, the County shall issue a Change Order adding the service or product(s) to the Contract or Purchase Order. The County reserves the right to accept or reject prices and obtain bids on the open market for these add- ons.

When applicable, Provider may be required to sign a County of Dane Service Agreement.

13. Contracting Assignment:

This contract and any part thereof shall not be subcontracted or assigned to another Contractor without prior written permission of the County. The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of the job. Subcontractors must abide by all terms and conditions under this Contract

14. Termination of Contract:

If for any reason the successful contractor fails to fulfill the requirements of the contract for providing the specified services, the County shall have the right to cancel the contract at any time and negotiate for the services with another contractor.

15. Satisfactory Work:

Any work found to be in any way defective or unsatisfactory shall be corrected by the Contractor at its own expense at the order of the County. The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The County reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.

16. Pricing:

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

- All prices, costs, and conditions outlined in the bid shall remain fixed.

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

17. Payment Terms and Invoicing:

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

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

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

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

NON-ALLOWED CHARGES. other incidental or standard industry charges not identified herein, are not allowed under this contract. Miscellaneous service charges used to help the Contractor pay various fluctuating current and future costs are not allowed. These include, but are not limited to, costs directly or indirectly related to the environment, energy issues, fuel charges, service and delivery of goods and services.

18. Applicable Law:

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

19. Permits, Licenses,

The Contractor selected under this bid shall be required to obtain the necessary permits and licenses prior to performing any work under this contract. The Contractor will be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract.

Contractor must be financially responsible for obtaining all required permits and licenses to comply with pertinent regulations, municipal, county, State of Wisconsin and Federal laws, and shall assume liability for all applicable taxes

20. Living Wage:

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

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

For information on this change go to:

http://www.danepurchasing.com/living_wage.aspx

21. Insurance:

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

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

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

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

Mail the certificate of insurance to:

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

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

22. Domestic Partner Equal Benefits Requirement

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

http://www.danepurchasing.com/partner_benefit.aspx

23. Inspection of Premises:

Bidder's may inspect site(s) prior to submitting bids to determine all requirements associated with the project. Failure to do so will in no way relieve the successful bidder from the necessity of providing, without additional cost to the County, all necessary services that may be required to carry out the intent of the resulting contract. (Refer to schedule if any).

[Bidders desiring to inspect premises should contact Laura Slavik at \(608\) 845-1227 to schedule the inspection.](#)

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

DCO CHS 19,25 Rev. 07/07

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.

28.03 COMPLIANCE WITH FAIR LABOR STANDARDS. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations within the seven years prior to entering this Agreement. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

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

28.05 PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation or union organizing."

Part 2 Technical Requirements

1. Bids must be submitted on the attached RFP forms. Dane County reserves the right to accept or reject any and all bids submitted; and to accept such bids deemed to be in the best interest of the County. The bids will be reviewed initially to determine if technical requirements are met.
2. Mandatory requirements are specified on **SCHEDULE C**. Bid proposals that do not meet any one of these requirements may be disqualified. Services listed on **SCHEDULE D** are standard service requirements which vary in procedure by vendor. Therefore, these will be considered in the overall evaluation of Bid.
3. Please refer to specifications on **SCHEDULE E**. The specifications describe the minimum requirements of linen to be provided.
4. 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.
5. The provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.
6. Any work found to be in any way defective or unsatisfactory shall be corrected by the Provider at its own expense at the order of the County. The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The County reserves the right to charge the Provider with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.
7. All tools and equipment shall be provided by the provider and shall meet all applicable local, State and Federal Standards
8. Badger Prairie Health Care Center, hereinafter referred to as "BPHCC," is a 130-bed Skilled Nursing Facility. The majority of the residents have been protectively placed with the facility. Approximately 90-95 of the residents have their 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.
9. **BPHCC is currently in the process of constructing a new facility. The current laundry process will be re-evaluated as we transition to the new building in late 2010 or early 2011, and current processes could be subject to change.**
10. The facility employs a full-time laundry/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 needed and launders some resident/facility items in-house.
11. 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 Provider. Nursing staff is responsible for distributing the clothing to each resident's room. Facility linen is currently delivered to the facility in bulk and then delivered, by facility staff, to the six nursing units.
12. The Resident Laundry Services program includes timely pickup, laundering, delivery, and proper infection control of resident clothing. The Facility Linen Service will include the provision of sufficient quality and quantity of linen inventory, as well as, timely pick-up, laundering, delivery, and proper infection control of facility linen.

13. The objective of the Resident Laundry and/or Facility Linen Provider will be to complete resident laundry and/or facility linen services in an efficient and cost effective manner. The services will be continuously monitored and will be maintained at a level of consistent high quality.
14. Resident Laundry Services and/or Facility Linen Services will be completed to insure resident clothing and/or facility linens are laundered and returned to the facility in a time frame that allows the residents to maintain a sufficient supply of clean clothes and/or allows a sufficient quality and quantity of facility linen.
15. The facility is open to discussion regarding alternative approaches to the laundering of resident clothing and level of facility linen services received.

Part 3

DESCRIPTION OF SERVICE SCHEDULE A

Scope of services:

1. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide these items shall be furnished at the bid price and shall conform in strength, quality and workmanship to that usually provided by the practice.
2. The Provider shall furnish all equipment, utilities, supplies and space herein specified and all management and labor necessary for the efficient, sanitary and ecologically sound operation of the laundry service.
3. The Provider will be required to furnish linens which meet the specifications and inventory requirements described hereinafter at the beginning of the contract and shall adjust the required inventory levels at all times throughout the term of this contract to meet the facility's needs. In addition, Provider shall supply soiled linen hampers/receptacles as specified by the facility and a supply of linen carts to facilitate soiled linen return. Special additional linens shall be supplied as needed upon request from Badger Prairie Health Care Center. Linen shall be the property of the Provider. BPHCC will compensate the Provider based on the cost to launder the linen.
4. All prices will include the replacement cost of lost linen, worn linen, or damaged linen. There will be no additional cost for extra delivery charges, inventory restock charges, minimum use charges, or adjustments to inventory levels. The cost will be an all-inclusive fee and no additional charges for linen will be allowed under this contract.
5. Linens furnished for contract start-up and/or for replacement shall be subject to inspection and approval by Dane County. Upon termination of this contract, the Provider shall retain ownership and control of the linen as provided in this contract.
6. Weekly linen needs reflect total inventory necessary to ensure adequate linen supply. Provider must work cooperatively with facility to ensure adequate linen supplies over weekends and holidays, and factor in processing time and transportation schedules to and from laundry when determining supply. Clean linen is delivered daily to resident units. **(See Schedule E.)**
7. This contract document represents the initially desired service but it is intended that at regular intervals during the duration of the contract, the amount of required service will be examined by the County and the Provider with the objective of providing the best possible service to the County. It must be agreeable to the County and the Provider, if it is necessary to change the number and/or schedule of delivery and pick-up times per week to meet the needs of this contract.
8. The Provider agrees to pick-up soiled laundry and/or linen, and deliver clean laundry and/or linen at intervals that are sufficient to meet the facility and residents' needs. Linen inventory must be sufficient to ensure adequate supplies over weekends and holidays. Resident personal laundry must be returned within 48 hours of pick-up. Facility linen is currently picked-up and delivered 6 days per week.
9. The Pick-up and Delivery Schedule of hours will be approved by the Administrator every six (6months). This will include approval of days and hours per week. The Provider and the Administrator will mutually agree upon requests for adjustments to the schedule. Changes to the Primary Schedule will be submitted by the 15th of the month for changes effective the following month
10. Soiled laundry will be bagged and sorted by staff as mutually agreed upon by the Provider and the County. The Provider shall pick up soiled linen carts from the North and South basement dirty linen holding rooms.

11. The County shall be responsible for marking resident clothing items for proper identification.
12. All items shall be washed, extracted, and tumbled, as required, with only non-allergic soaps, detergents, bleaches or other chemicals used in the cleaning process.
13. Occasionally, resident laundry may not be sorted out during the laundry sorting process at the health care facility. In the event that the Resident Laundry Service contract and the Facility Linen contract are not awarded to the same Provider, the County wishes to have the Provider return the personals unlaundered.
14. Laundering and finishing shall be in accordance with accepted standards in the hospital laundry industry. Upon request of the facility, the Provider shall furnish details of the laundry process including detergents and disinfectants used.
15. The Provider shall adhere to the highest standards of cleanliness and sanitary practices, and will insure continual sanitation in all functions and matters related to the execution of the terms of this contract.
16. 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.
17. All chemicals used shall be harmless to all fibers, if they are all synthetic, synthetic and natural blends, or all natural.
18. 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.
19. The Provider shall accept full responsibility for any costs associated with damage or loss of laundry items caused by the negligence of the provider or its employees.
20. Clean laundry must be returned sorted and packaged in easily handled bundles and placed in covered containers.
21. 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.
22. Use "tie" packaging on the following items only: bedspreads, sheets/pillow cases, pajama bottoms, flannel nightgowns, and tablecloths.
23. Keys will be furnished to the Provider delivery staff in order to place the clean linen bins in the basement Clean Linen Room. Provider staff is required not to allow unauthorized personnel into the building.
24. It will be the responsibility of BPHCC staff to bring any problems to the attention of the Provider staff who will then be responsible for development of an appropriate response.

BIDDER COVER PAGE SIGNATURE AFFIDAVIT	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	
PHONE #:	
FAX #:	
EMAIL:	

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

Signature

Title

Name (type or print

Date

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

Addendum #_____ Addendum #_____ Addendum #_____ Addendum #_____

**PRICE PROPOSAL
SCHEDULE B**

NAME OF FIRM:

For the price(s) listed below, our firm hereby offers to provide [Resident Laundry and/or Facility Linen](#) Services at the following locations in accordance with the Specifications, Schedule and Terms and Conditions of this bid:

[Special attention should be given to the Living Wage Requirements](#)

For the price(s) listed below, our firm hereby offers to provide resident laundry service and/or facility linen service specified in accordance with the terms and conditions of this bid. Price per resident per day will be based upon the average daily census for the month for facility linen service, and will be based upon average daily census for the month less the number of residents who do their own laundry. Average daily census for 2008 was 110. Information will be supplied to Provider by the facility.

All prices will include the replacement cost of lost linen, worn linen, or damaged linen. There will be no additional cost for extra delivery charges, inventory restock charges, minimum use charges, or adjustments to inventory levels.

The cost will be an all-inclusive fee and no additional charges for linen will be allowed under this contract. Any disclaimers in the pricing scheme will disqualify the bid in its entirety.

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

**PRICE PROPOSAL
SCHEDULE B**

NAME OF FIRM:

RESIDENT LAUNDRY SERVICES					
OPTION 1	2010	2011	2012	2013	2014
Wash and Dry, Fold Small Items Hang pants, dresses, blouses and shirts Sort by Unit Deliver all items in carts to Nursing Units Price per resident per day					
OPTION 2	2010	2011	2012	2013	2014
Wash and Dry, Fold Small Items Hang pants, dresses, blouses and shirts Sort by Unit Deliver all items in carts to Nursing Units Deliver all resident clothing to each resident's room Price per resident per day					
FACILITY LINEN SERVICES					
OPTION 1	2010	2011	2012	2013	2014
Laundry Service including all Linen & Transportation Deliver linen in carts to Facility Clean Linen Room Price per resident per day					
Laundry Service including all Linen & Transportation Sort Linen by Unit needs Deliver stocked linen carts directly to Nursing Units Price per resident per day					

**MANDATORY REQUIREMENTS
SCHEDULE C**

NAME OF FIRM:	
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Mandatory Requirements

The following 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	Initial Set up – NEW Linens Provider shall furnish at the start of the program all <u>brand new</u> linens.		
2	All replacement linens issued during the contract period due to normal wear and tear, damage, loss or new residents shall be furnished from the Provider's "A" stock. " and furnished from the same manufacturer as initially selected by the County to ensure linens standards "A" stock means best quality, not distinguishable from a new garment, typically brand new with little to no visible wear.		
3	The Provider will furnish laundry bags, bins and carts and hampers of sufficient size and quantity for transporting soiled resident clothing and/or facility linen. The size of the laundry bins, carts and hampers will be agreed to by the facility. The facility is currently using plastic laundry bags. These are purchased at the facility's expense. The facility may choose to purchase plastic laundry bags from the Provider or elsewhere. The Provider shall thoroughly sanitize laundry carts after they are emptied of soiled linen, prior to placing clean linen in the laundry carts for return to the facility. The Provider is responsible for safety and maintenance of all equipment used in the facility. Broken or damaged bins, carts or hampers must be repaired or replaced immediately		
4	The Provider shall inspect the linen for stains, tears, defects, or pinholes. Provider is responsible for replacement of worn linen at Provider's expense.		
5	The Provider will provide delivery and distribution service and the pick-up and delivery schedule should meet the needs of the facility. Delivery on Saturday and Sunday may be an option.		
<u>The level of service will play a significant role in determination of the pick-up and delivery schedule.</u>			
6	Resident clothing and/or facility linen will be processed with a minimum turn around time of 24 hours after pick-up and a maximum turn around time of 48 hours. The maximum consecutive days without pick-up and delivery shall be no longer than two (2) days.		
7	If facility staff are involved in the pick-up and distribution, the Provider will need to provide service, Monday through Friday, between 5 a.m. and 7 a.m. Pick-up and delivery on Saturday and Sunday may be an option.		

**MANDATORY REQUIREMENTS (continued)
SCHEDULE C**

NAME OF FIRM:

8	If the Provider provides linen 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.		
9	Linen inventory will be managed by the Provider to provide sufficient deliveries to meet the daily linen requirements. If BPHCC does not have sufficient linen inventory for the daily needs, the Provider will be called for additional linens to be delivered the same day, if necessary.		
10	Bidder must designate a contact person to provide on-going communication, and problem solving with BPHCC staff.		
11	The contract requires the Provider to develop contract administration procedures to promptly identify and resolve issues that arise during the contract. This will include procedures to replace lost or damaged resident clothing and/or facility linen, or at a minimum, will include a procedure to determine how the facility will be reimbursed following replacement of damaged resident clothing and/or facility linen.		
12	The Provider shall provide a management staff person, made known to the County to: routinely review and inspect operations, consult with the County on current and future service programs, and to act with full authority on the provider's behalf in any and all matters pertaining to the specifications of this contract.		
13	If it is determined that Provider staff will have access to the Nursing Units, the Provider will offer Social Security Numbers and other data necessary to process Criminal Reference Checks. Criminal Reference Checks will be processed for all staff assigned to the facility. Provider staff who fail the Criminal Reference Check Procedure will not be allowed into the facility.		
14	If it is determined that Provider staff will have access to the Nursing Units, the Provider will obtain and provide the results of TB skin tests for all staff assigned to the facility. This must be completed prior to contract initiation. Provide annual results of TB skin test. The facility must be notified of any employee with a potential infectious communicable disease.		
15	The Provider will meet all Federal and State infection control requirements. (Physical plant layout separating soiled and clean clothing/linen.)		
16	The facility reserves the right to inspect the Provider's plant and equipment, including laundry carts, bins and hampers, and to inspect the laundry process for cleanliness, sanitation, and infection control compliance.		

**QUESTIONNAIRE
SCHEDULE D**

NAME OF FIRM: _____

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

Name of the firm under which you do business: _____

Permanent main office address: _____

Phone No.: () ____ - _____

Fax No. () ____ - _____

Contact Person: _____

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: _____

1. Number of years the firm has been in business under the present name: _____
2. Number of years of experience of the firm : _____ in providing similar services as specified in this solicitation
3. Describe the general background and services provided by the firm. (Attach as many sheets as needed)
4. Qualifications: Furnish any other relevant written information which would indicate firm's capability to perform the services contained in this solicitation. (Attach as many sheets as needed)
5. Experience: Describe the previous experience of the firm with similar accounts services as specified in this solicitation. State all locations, and dates of operation; the types and size of facility. (Attach as many sheets as needed)

**QUESTIONNAIRE (continued)
SCHEDULE D**

NAME OF FIRM:

6. SERVICE: 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.

B. TRACKING PROCEDURE

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

C. NORMAL WEAR AND TEAR REPLACEMENT POLICY

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

D. RESPONSE TIME AND PROCEDURE TO ADDRESS EMERGENCY NEEDS

Specify response time from notification of emergency need and describe your emergency procedures.

E. COMMUNICATION PROCEDURE

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

F. BREAKDOWN PROCEDURES

State provisions for fulfilling contract in the event of breakdown or other reason which would cause inability to perform this contract at current operational cent

**LINEN SPECIFICATIONS & REQUIRED INVENTORY LEVEL
SCHEDULE E**

NAME OF FIRM:

ITEM	CURRENT SPECIFICATIONS	BIDDER'S PROPOSED SPECIFICATION	WEEKLY NEED
ROBES	50/50 poly/cotton plisse, attached self-belt,		60
ROBES (bariatric)	50/50 poly/cotton plisse, attached self-belt, to fit residents > 300lbs.		30
PATIENT GOWNS	50/50 poly/cotton; over-lapping back with raglan sleeves, 42" long 65" sweep finished; prints. Size large		1,900
PATIENT GOWNS	Flannel; over-lapping back with raglan sleeves, 42" long 65" sweep finished; prints.		200
PATIENT GOWNS (bariatric)	50/50 poly/cotton; over-lapping back with raglan sleeves, 42" long 65" sweep finished; prints. To fit residents > 300 lbs. Size XL		1,000
WASH CLOTHES	12" x 12", all white; 16 oz. per dozen; 86% cotton/14% polyester.		21,000
BATH BLANKETS	32" x 80" heavy flannel		300
BATH TOWELS	20" x 40", solid white, 100% cotton terry cloth.		5,000
HAND TOWELS	16" x 27", solid white, 100% cotton terry cloth.		500
MATTRESS PADS	39" x 76", heavy weight 18 oz. Cotton felt.		500
SPREADS, BED	72" x 108"; ribcord; 50/50 poly/cotton blend; colorfast solid pastel colors.		500
DIAPERS	30" x 34", flannel; weight .58 lb.		6,700

**LINEN SPECIFICATIONS & REQUIRED INVENTORY LEVEL
SCHEDULE E (page 2)**

NAME OF FIRM:

ITEM	CURRENT SPECIFICATIONS	BIDDER'S PROPOSED SPECIFICATION	WEEKLY NEED
BIBS (depending upon interpretive guidelines, these may need to be changed to napkins in the future)	36" x 19" terry cloth adult slip-over bibs, 100% cotton; 8 oz./yd. Bound w/bias tape neck opening 8" diameter.		6,500
INCONTINENT PADS	34" x 36", IBEX poly blend, vinyl backed, binding on all four sides, weight 1.31 lb.		17,000
PAJAMA BOTTOMS	Sleep pants with gripper snap fly front closure, elasticized waist; light blue; 50/50 poly/cotton, size Medium.		30
PILLOW CASES	Sleep-Knit Plus Style SK10P 60/40 poly, unwashed 30" x 20.5", fits standard pillow 20" x 26", weight .25 lb. Color or print preferred.		800
TOP SHEET	Sleep-Knit Plus Style SK10T contoured, 60/40 poly, to fit 84" mattress. Color or print preferred.		800
BOTTOM SHEET	Sleep-Knit Plus Style SK10B contoured, 60/40 poly, to fit 84" mattress. Color or print preferred.		800
TOP SHEET (bariatric)	Sleep-knit. To fit 54" x 88" bariatric mattress. Solid color different from normal sheet inventory required.		125
BOTTOM SHEET (bariatric)	Sleep-knit. To fit 54" x 88" bariatric mattress. Solid color different from normal sheet inventory required.		125

**LINEN SPECIFICATIONS & REQUIRED INVENTORY LEVEL
SCHEDULE E (page 3)**

NAME OF FIRM:

ITEM	CURRENT SPECIFICATIONS	BIDDER'S PROPOSED SPECIFICATION	WEEKLY NEED
BLANKET/BEDSPREAD	Sleep-Knit Plus Style FBL/10 Thermal weave, 100% polyester, finished 72" x 110", colorfast, weight 42 oz.		1,500
DRAW SHEETS	50" x 65" heavy cotton canvas		150

FAIR LABOR PRACTICES CERTIFICATION

Dane County Ordinance 25.11(28)

NAME OF FIRM: _____

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

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

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

_____ not been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this Certification is signed.

_____ been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this Certification is signed

Date Signed: _____

Officer or Authorized Agent

Business Name

NOTE: You can find information regarding the violations described above at:
www.nlr.gov and <http://werc.wi.gov>.

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

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

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

REFERENCE DATA SHEET

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

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

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

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

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

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

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

STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

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

Name of the firm under which you do business: _____

Permanent main office address: _____

Phone No.: () ____ - _____

Fax No. () ____ - _____

Contact Person: _____

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: _____

6. Number of years the firm has been in business under the present name: _____
7. Number of years of experience of the firm : _____ in providing similar services as specified in this solicitation
8. Describe the general background and services provided by the firm. (Attach as many sheets as needed)
9. Qualifications: Furnish any other relevant written information which would indicate firm's capability to perform the services contained in this solicitation. (Attach as many sheets as needed)
10. Experience: Describe the previous experience of the firm with similar accounts services as specified in this solicitation. State all locations, and dates of operation; the types and size of facility. (Attach as many sheets as needed)

LIVING WAGE CERTIFICATION

(Corporate or LLC Contractor)

NAME OF FIRM:	
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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