



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

BID NUMBER	#110054	
RFB TITLE	Ballot Printing for Elections in Dane County	
PURPOSE	The purpose of this RFB is to solicit bids from responsive and responsible bidders to provide ballot printing services in accordance with the scope of services.	
DEADLINE FOR BID SUBMISSIONS	2:00 P.M. Central Time May 27, 2010 Late bids, faxed bid, electronic mail bids or unsigned bids will be rejected.	
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 (1) copy of your bid.	
PLEASE DIRECT ALL INQUIRES TO	NAME	Carolyn Clow
	TITLE	Purchasing Agent
	PHONE #	608/266-4966
	FAX #	608/266-4425
	EMAIL	clow@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: May 7, 2010		

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. Clarification/Questions:

Any questions concerning this RFB must be submitted in writing by mail, fax or email by the date indicated below. Requests submitted after that time **WILL NOT** be considered. All inquiries must be directed to the person indicated on the cover page.

May 19, 2010	Last day for submitting written inquiries (2:00 p.m. Central Time)
May 20, 2010	Post supplements, revisions or answers to questions to the RFB on the Purchasing Division web site at www.danepurchasing.com :

3. Addendums:

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

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

4. Vendor Registration Program:

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

5. Project/Contract Administration:

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

6. Term

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

10. Proven Experience/Qualifications:

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

11. Award:

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

The County will award the bid to the responsive and responsible bidder whose bid is most advantageous to the County. In determining the most advantageous bid, the County will consider criteria such as, but not limited to, cost, bidder's past performance and/or service reputation, and service capability, quality of the bidder's staff or services, customer satisfaction, references, the extent to which the bidder's staff or services meet the County's needs, bidder's past relationship with the County, total long term cost to the County, fleet continuity and any other relevant criteria listed elsewhere in this solicitation. The County may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

The County 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.

12. 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

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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

19. 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

20. 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

21. 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

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
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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
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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
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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

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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

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.

❑ 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 (Attachment)

❑ Qualifications:

Bidders shall have at least three years of blank service experience with comparably sized facilities. Bidders must be in the business of providing printing services for the past three (3) years with comparably sized facilities.

Bidders shall have access to all necessary equipment and the organizational capacity and technical competence necessary to complete all specifications listed in the scope of services

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

❑ References:

A minimum of three selected organizations may be contacted and/or visited to determine the quality of work performed and personnel assigned to the contract. Complete **Reference Data Sheet (Attachment)**.

Part 3

DESCRIPTION OF SERVICE SCHEDULE A

Scope of services:

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.

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.

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 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.

Dane County is seeking a vendor, to print ballots for elections within Dane County for one year (August 1, 2010-July 31, 2011). There will be four (4) possible one-year extensions by mutual agreement of the County and the Vendor.

Ballots will be printed for the Optech 3-P Eagle voting system.

Dane County requires the following types of ballots:

- 1 sided, 2 column ballots
- 1 sided, 3 column ballots
- 2 sided, 2 column ballots
- 2 sided, 3 column ballots

All ballots are printed on white 110# index paper using black ink. The maximum ballot length is 17". The minimum ballot length is 14". 2 column ballots have a maximum width of 6 ¾ inches and 3 column ballots have a maximum width of 9 ¾ inches. All ballots must be cut evenly along the cut lines. Absentee ballots will be the same color as the regular ballots. Sample ballots are always yellow. The printer is responsible for supplying the paper.

Sometimes additional ballots must be ordered after the original order. The successful bidder must be available to print and deliver re-orders on short notice., including on election day, at the same rate as all preordered ballots are billed. The successful bidder must be willing to accept and print orders received up until 6:00 p.m. on election day, and to deliver them to the polling site as soon as practicable.

The County Clerk will provide an estimate as to the approximate number of ballots needed 3 to 4 weeks prior to printing.

The County Clerk will send the ballot proofs to the printer in a PDF file. The successful bidder will reprint ballots that are not printed correctly (i.e. cut incorrectly, missing information [information lost from the disc provided by the county], etc.) at their expense.

The provider will deliver ballots to the municipalities by the required deadlines, as follows: If federal offices are on the ballot – 4 weeks prior to the election; if no federal offices are on the ballot – 3 weeks prior to the election.

The schedule for 2010-2011 is included below. Schedules for future years will follow the same timeframes accounting for the different election dates.

Election Date

September 14, 2010
November 2, 2010
February 15, 2011
April 5, 2011

PDF Sent to Printer

@ August 2, 2010
@ October 1, 2010
@ January 18, 2011
@ March 4, 2011

Absentee Ballots Due

August 16, 2010
October 4, 2010
January 24, 2011
March 14, 2011

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

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

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

VENDOR REGISTRATION CERTIFICATION

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

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

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

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

CERTIFICATION

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

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

Vendor Number # _____

Paid until _____

Date Signed: _____

Officer or Authorized Agent

Business Name

**PRICE PROPOSAL
SCHEDULE B**

NAME OF FIRM: _____

For the price(s) listed below, our firm hereby offers to provide [ballot printing](#) services at the following locations in accordance with the Specifications, Schedule and Terms and Conditions of this bid:

PRICING

2010-11 Pricing:

1 sided, 2 column ballots \$ _____/each
1 sided, 3 column ballots \$ _____/each
2 sided, 2 column ballots \$ _____/each
2 sided, 3 column ballots \$ _____/each

Delivery fees \$ _____/trip

Method of delivery _____

Percentage increase for **2011-12** _____%

Percentage increase for **2012-13** _____%

Percentage increase for **2013-14** _____%

Percentage increase for **2014-15** _____%

Vendors are required to provide pricing for all types of ballots listed on the pricing page of the original bid document. Bids which fail to provide pricing for any of the ballot types listed will be rejected.

[Special attention should be given to the Living Wage and Domestic Partner Equal Benefit Requirements.](#)

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 / QUESTIONNAIRE

NAME OF FIRM:	
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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.

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

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)

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

NAME OF FIRM:

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

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

Date Signed: _____

Officer or Authorized Agent

Business Name

**Attachment 1
Ballot Order History**

The ballot order history for the years 2006-2010 is as follows:

Date	Header Codes	Ballot order
February 2006	60	15,000
April 2006	242	191,600
September 2006	53	333,400
November 2006	83	408,000
February 2007	89	75,000
April 2007	247	223,500
February 2008	17	255,200
April 2008	205	179,000
September 2008	28	118,900
November 2008	35	396,200
February 2009	22	57,600
April 2009	222	154,500
February 2010	14	47,700
April 2010	212	122,000

This history is in no way a guarantee of future purchases. Dane County purchases of ballots are determined prior to each election based on the needs of that particular election.

Attachment 2
List of Delivery Sites for Ballots

Town of Albion	Town Hall, 624 Albion Rd, Edgerton
Town of Berry	Town Hall, 9046 County Rd 19, Mazomanie
Town of Black Earth	Black Earth Village Office, 1210 Mills St, Black Earth
Town of Blooming Grove	1880 S Stoughton Rd, Madison
Town of Blue Mounds	Mount Horeb Village Office, 138 E Main St, Mount Horeb
Town of Bristol	7747 County Rd N, Sun Prairie
Town of Burke	Town Hall 5365 Reiner Rd, Madison
Town of Christiana	Clerk's Home, 974 County Rd B, Cambridge - or Town Hall, 773 Koshkonong Rd, Cambridge
Town of Cottage Grove	Town Hall, 4058 County Rd N, Cottage Grove
Town of Cross Plains	Town Hall, 3734 County Rd P, Cross Plains
Town of Dane	Dane Village Office, 102 W Main St, Dane
Town of Deerfield	Town Garage, 838 London Rd, Deerfield
Town of Dunkirk	Stoughton City Hall, 381E Main St, Stoughton
Town of Dunn	Town Hall, 4156 County Rd B, McFarland
Town of Madison	Town Hall, 2120 Fish Hatchery Rd, Madison
Town of Mazomanie	Mazomanie Village Hall, 133 Crescent St, Mazomanie
Town of Medina	Marshall Village Hall 130 S Pardee St, Marshall
Town of Middleton	Town Hall, 7555 W Old Sauk Rd, Verona
Town of Montrose	Belleville Village Hall, 24 W Main St, Belleville
Town of Oregon	Town Hall, 1138 Union Rd, Oregon
Town of Perry	Clerk's Home, 1004 State Rd 78, Mt Horeb
Town of Pleasant Springs	Town Hall, 2354 County Rd N, Stoughton
Town of Primrose	Clerk's Home, 8762 County Rd G, Mount Horeb
Town of Roxbury	Clerk's Home, 9203 County Rd Y, Sauk City
Town of Rutland	Clerk's Home, 4177 Old Stage Rd, Brooklyn
Town of Springdale	Mount Horeb Village Office, 138 E Main St, Mount Horeb
Town of Springfield	Town Hall, 6157 County Rd P, Dane
Town of Sun Prairie	Town Hall, 5556 Twin Lane Rd, Marshall
Town of Vermont	Mount Horeb Village Office, 138 E Main St, Mount Horeb
Town of Verona	Town Hall, 335 N Nine Mound Rd, Verona
Town of Vienna	Town Hall, 7161 County Rd I, DeForest

Town of Westport	Town Hall, 5387 Mary Lake Rd, Waunakee
Town of Windsor	Town Hall 4084 Mueller Rd, DeForest
Town of York	Marshall Village Hall 130 S Pardee St, Marshall
Village of Belleville	Village Hall, 24 W Main St, Belleville
Village of Black Earth	Village Office, 1210 Mills St, Black Earth
Village of Blue Mounds	Village Office, 11011 Brigham Ave, Blue Mounds
Village of Brooklyn	Village Office, 102 N Rutland Ave, Brooklyn
Village of Cambridge	Village Office, 200 Spring St, Cambridge
Village of Cottage Grove	Village Office, 221 E Cottage Grove Rd, Cottage Grove
Village of Cross Plains	Village Office, 2417 Brewery St, Cross Plains
Village of Dane	Village Office, 102 W Main St, Dane
Village of Deerfield	Village Office, 4 N Main St, Deerfield
Village of DeForest	Village Office, 306 DeForest St, DeForest
Village of Maple Bluff	Village Office, 18 Oxford Pl, Madison
Village of Marshall	Village Office, 130 Pardee St, Marshall
Village of Mazomanie	Village Office, 133 Crescent St, Mazomanie
Village of McFarland	Village Office, 5915 Milwaukee St, McFarland
Village of Mount Horeb	Village Office, 138 E Main St, Mount Horeb
Village of Oregon	Village Office, 117 Spring St, Oregon
Village of Rockdale	Cambridge Village Office, 200 Spring St, Cambridge
Village of Shorewood Hills	Village Hall, 810 Shorewood Blvd, Madison
Village of Waunakee	Village Hall, 500 W Main St, Waunakee
City of Fitchburg	City Hall, 5520 Lacy Rd, Fitchburg
City of Madison	Absentee Ballots - City Hall, 210 Martin Luther King, Jr. Blvd, Madison
City of Madison	Regular Ballots - The Villager, 4300 S Park St, Madison
City of Middleton	City Hall, 7426 Hubbard Ave, Middleton
City of Monona	City Hall, 5211 Schluter Rd, Monona
City of Stoughton	City Hall, 381 E Main St, Stoughton
City of Sun Prairie	City Hall, 300 E Main St, Sun Prairie
City of Verona	City Hall, 111 Lincoln St, Verona
	DELIVERY SITES ARE SUBJECT TO CHANGE