



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

<b>BID NUMBER</b>	#110089
<b>RFB TITLE</b>	<a href="#">Deliver and Install Draperies, Shower Curtains, Cubicle Curtains and Blinds for the Badger Prairie Health Care Center</a>
<b>PURPOSE</b>	The purpose of this RFB is to solicit bids from responsive and responsible bidders to deliver and install draperies, shower curtains, cubicle curtains and blinds for the Badger Prairie Health Care Center in accordance with the scope of services.
<b>DEADLINE FOR BID SUBMISSIONS</b>	<b>2:00 P.M. Central Time September 8, 2010</b>  Late bids, faxed bid, electronic mail bids or unsigned bid will be rejected
<b>SUBMIT BID TO THIS ADDRESS</b>	DANE COUNTY PURCHASING DIVISION ROOM 425 CITY COUNTY BUILDING 210 MARTIN LUTHER KING JR BLVD MADISON, WI 53703-3345
<b>REQUIRED BID COPIES</b>	One (1) original and one (1) copy
<b>PLEASE DIRECT ALL INQUIRES TO</b>	<b>NAME</b> <a href="#">Carolyn Clow</a>
	<b>TITLE</b> Purchasing Agent
	<b>PHONE #</b> <a href="tel:6082664966">608/266-4966</a>
	<b>FAX #</b> <a href="tel:6082664425">608/266-4425</a>
	<b>EMAIL</b> <a href="mailto:clow@co.dane.wi.us">clow@co.dane.wi.us</a>
<b>WEB SITE</b> <a href="http://www.danepurchasing.com">www.danepurchasing.com</a>	
<b>THIS RFB IS COMPRISED OF:</b>  Part 1 - General Guidelines & Information  Part 2 - Technical Requirements  Part 3 - Description of Service Schedule A  Part 4 - Required Bid Forms	<b>RESPONSE CHECKLIST:</b>  <input type="checkbox"/> Signed Affidavit – Completed Bid Forms  <input type="checkbox"/> Submit one original and <a href="#">required bid copies</a>  <input type="checkbox"/> Label the lower corner of your bid with the Bid number
<b>DATE BID ISSUED:</b> <a href="#">August 13, 2010</a>	

**Part 1**  
**General Guidelines and Information**

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**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 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.

**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](http://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](http://www.danepurchasing.com) or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award.

**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. 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

**7. 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.**

**8. 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.

**9. 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)**

**10. 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.

**11. 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, Contractor may be required to sign a County of Dane Service Agreement.

**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. Warranty

The length, time, and conditions of warranty must be attached to or stated in the bid document. The seller and/or manufacturer warrants that the goods sold hereunder will be merchantable quality, will conform to applicable specifications, and will be free from defects in material and workmanship and will be fit for the particular purpose intended.

Warranty does not commence until after the complete unit has been accepted and placed into service by the user agency.

Bidder shall indicate the name and the geographical location of the nearest authorized dealer to perform subsequent warranty service. This information shall be stated in the pricing section of bid or otherwise specified.

## 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](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](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).

**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  
**BID NO. 110089**

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  
BID NO. 110089

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

BID NO. 110089

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 RFB 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.

#### Note to prepares the following may not apply

##### ❑ **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 blank services for the past three (3) years with comparably sized facilities.

Or proposer has obtained one or more accounts of at least 50% of the size, scope or value of the type of work specified in the description of services. In these accounts the proposer must have provided full blank service of the type of work specified in the RFP

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.

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

## DRAPERY

### PART 1 - GENERAL

1.01. SCOPE.

All labor, material, equipment, and related services necessary to furnish and install all drapery, valances, hardware, and accessories as shown on the drawings or specified herein.

1.02. SUBMITTALS. (See Section 01300 - Submittals)

**Submit two samples of each fabric with bid.**

**Submit fabric and hardware manufacturer's maintenance and cleaning instructions with bid.**

Submit test reports of fire hazard classification tests performed in accordance with the requirements of the National Fire Protection Association (NFPA) 701-96, Test Method 1 for flame-resistant textiles and films for each type of drapery/valance fabric to designer prior to ordering fabric.

Attach sample of each color of fabric to each test report.

Submit mockup of each type for approval; refer to mockup form.

**DRAPERY/VALANCE MOCKUP APPROVAL**

PROJECT NAME AND NO.:           Badger Prairie Health Care Center D61010  
  Verona, Wisconsin. Dane County

CONTRACTOR: \_\_\_\_\_  
  \_\_\_\_\_  
  \_\_\_\_\_

CHECKLIST:

_____	SPECIFICATION CODE
_____	TYPE OF DRAPERY/VALANCE
_____	COLOR/PATTERN OF FABRIC
_____	LINING
_____	WIDTH AND LENGTH
_____	FULLNESS
_____	CONSTRUCTION TECHNIQUES
_____	TYPE OF ROD
_____	PLACEMENT OF ROD
_____	LOCATION OF CONTROLS
_____	
_____	
_____	

I have inspected the installed mockup for the above items and find it to be acceptable. I therefore approve the installation of the balance of the Project in the same manner as the mockup.

\_\_\_\_\_ (signature)  
\_\_\_\_\_ (title)  
\_\_\_\_\_ (date)

1.03. RELATED WORK.

Section 06100 - Rough Carpentry - wood blocking  
Section 08521 – Security Aluminum Windows – for integral blinds  
Section 08620 – Aluminum Clad Wood Windows – for integral blinds  
Section 12503 – Blinds

1.04. QUALITY ASSURANCE.

Supplier: The manufacturer, subsidiary, or licensed agent shall be approved to supply the products specified, and to honor any claims against the product presented in accordance with the warranty.

Installer: The installer or agent shall be qualified to install the specified products by prior experience, demonstrated performance and acceptance of any requirements of the manufacturer or any subsidiary or licensed agent. The installer shall be responsible for verifying that wall conditions are appropriate for installing. The installer shall be responsible for unacceptable installation.

Fabric shall be inspected for flaws prior to fabrication. Color to match submitted samples and patterns to align.

Draperies and valances shall require a 2" x 2" tag to be sewn to the lower right inside hem providing:

1. Flame retardant requirements of the fabric
2. Cleaning requirements, i.e. washable or dry clean only
3. Size of finished goods
4. Date and year
5. Location

1.05. DELIVERY AND STORAGE.

Product shall be delivered to site in manufacturer's original packaging. Product shall be handled and stored to prevent change to materials, finishes, and operating mechanisms.

1.06. JOB CONDITIONS.

Prior to measuring, window and sill installation shall be complete. Interior temperature shall be maintained between 60 deg F. and 90 deg. F. and relative humidity shall not exceed 80%. Wet work shall be complete and dry.

1.07. EXTRA MATERIALS.

Product shall be delivered to site in manufacturer's original packaging. Product shall be handled and stored to prevent change to materials, finishes, and operating mechanisms.

## **PART 2 - PRODUCTS**

### 2.01. KEY TO CODE.

Key to code:

D-A-1: D indicates drapery  
Letter indicates rod/fabrication type  
Number indicates fabric

V-A-1: V indicates valance  
Letter indicates rod/fabrication type  
Number indicates fabric

### 2.02. FABRICATION/HARDWARE - DRAPERY TYPES.

#### **DRAPERY TYPE A: RIPPLEFOLD:**

Drapery to be Ripplefold System by Kirsch, Graber, or approved equal. Draperies to be fabricated to match hemmed panel widths shown in manufacturer's Fabrication Guide.

Provide snap tape appropriate to drapery system.

Prepared snap tapes to be sewn to double 1" top hem of drapery panels, and pleats (where applicable) to be sewn on both front and back sides of the fabric at designated marks on the snap tape.

Snaps to be corrosion- and rust-resistant, and washable.

Stack depth and width to be 4-1/4".

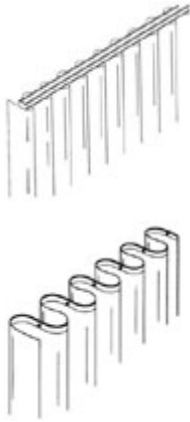
Provide fullness of 100%.

Side hems to be 1-1/4" double side seams.

Bottom hems to be 4" double hems with Kirsch, or comparable, fabric covered lead weights in corner of each panel and at each seam.

CARRIER SYSTEM to be appropriate for drapery system.

system TRACK/CARRIER SYSTEM: provide Kirsch 93150 set, low profile, wall mount for Ripplefold drapery system.



Ripplefold Drapery Heading

**TRACK SYSTEMS:**

Baton Traverse:

Hand traverse track

Masters: overlap, baton; size: 48" - 91234 / 60" - 91235

**TRACK COLOR:**

Verify colors available

**DRAPERY TYPE B: TOP AND BOTTOM SHIRRED PANELS:**

1-1/2" header at top and bottom.

Rod pocket top and bottom for Kirsch sash rods.

No lining

Fullness: three times the window width.

Provide Kirsch Sash Rods 0585 – submit manufacturer's standard colors for selection.

Install on exterior doors with glass panels where noted in schedule.

2.03. VALANCE TYPES - FABRICATION/HARDWARE.

**VALANCE TYPE A: BOX PLEAT**

Hardware: 2 ½" Continental rod with 3 ½" wall projection

Construction: Valance to be fabricated with rod pocket for Continental rod attached with seam at top. Valance to hang loose in front from top seam. Valance to have inverted box pleats at corners of valance. At windows 5'-0" and smaller, valance to have one centered inverted box pleat. At windows larger than 5'-0" locate 2 evenly placed inverted box pleats.

Submit for approval diagram showing variations for windows with more than one box pleat. Note: Goal is to provide owner with straight hanging valances with an installation that allows wash ability. Vendor to verify whether the addition of buckram would aid in valance hanging straight.

Depth of valance: 12"

Extension: extend valance 3" on either side of window opening.

Dimension: Refer to schedule for window sizes.

Lining and rod pocket: to be fabricated from same material – lining to be same as valance fabric.

Installation: mount on wall 3" above window opening.

#### 2.04. DRAPERY FABRIC.

1. Pattern            Fabricut Velocity  
Color                Midnight  
Width                54 inches  
Repeat                .2"V, 2"H  
Content               100% Polyester  
Testing                NFPA 701  
                              Inherently Flame Retardant  
Cleaning code: WS  
Locations            Waterway neighborhood/households
  
2. Pattern            Fabricut Velocity  
Color                Olivewood  
Width                54 inches  
Repeat                .2"V, 2"H  
Content               100% Polyester  
Testing                NFPA 701  
                              Inherently Flame Retardant  
Cleaning code: WS  
Locations            Nature Trail/neighborhood/households
  
3. Pattern            Fabricut Velocity  
Color                Cognac  
Width                54 inches  
Repeat                .2"V, 2"H  
Content               100% Polyester  
Testing                NFPA 701  
                              Inherently Flame Retardant  
Cleaning code: WS  
Locations            Park Place/neighborhood/households
  
4. Pattern            Fabricut Brook-L  
Color                Parchment  
Width                54 inches  
Repeat                none  
Content                100% polyester  
Testing                NFPA 701  
                              Inherently Flame Retardant

Cleaning code: WS  
Locations Sheers at windows in doors

5. Pattern Coral Fabrics Bahia  
Color Café  
Width 54inches  
Repeat None  
Content 100% FR Polyester  
Testing NFPA 701  
Inherently Flame Retardant

Cleaning code: WS  
Locations: Public lobbies

6. Pattern Coral Fabrics Bangkok-C  
Color: Sisal  
Width 54/55 inches  
Repeat None  
Content 100% Inherently FR Polyester  
Testing NFPA701-1898 and 2004  
Inherently Flame Resistant

Cleaning code: WS  
Locations: Resident rooms

### **PART 3 - EXECUTION**

#### 3.01. INSPECTION.

Refer to Drapery/Valance Mockup Approval form.

Provide mockup of drapery types and valance for approval. Coordinate schedule of mockup installation with designer and owner.

Field measurements shall be taken to verify all sizes. Do not field measure until all windows and sills are installed.

Drapery and valances shall hang in natural draping condition without creases or wrinkles.

Seams shall be inspected for flatness and lack of puckering.

All patterns shall be perfectly aligned vertically and horizontally.

#### 3.02. INSTALLATION.

Install drapery and valances per manufacturer's instructions.

Brackets to be fastened securely using appropriate fastening devices.

Install on face of wall above window.

The need for coordination between window treatment types will not typically be an issue – typical windows within resident households will have integral blinds within the

windows. Typical windows outside of the households will have blinds, but will not have valances. Exception is Family Conference rooms, where standard blinds will be installed with valances.

3.03. DRAPERY SCHEDULE.

<u>AREA</u>	<u>APPROX.* WIDTH OF WINDOW</u>	<u>APPROX.* LENGTH OF WINDOW</u>	<u>QUANTITY</u>	<u>CODE</u>
1A107 Living	10'-0"	5'-0"	1	V-A-1
1A112 Sunroom	4'-0"	5'-0"	3	V-A-1
	8'-0"	5'-0"	1	V-A-1
1A117 Dining	3'-0"	5'-0"	1	V-A-1
	5'-0"	5'-0"	1	V-A-1
	3'-0"	5'-8"	1	D-B-4
1A144 Activity	10'-0"	5'-0"	1	V-A-1
1A132 Living	10'-0"	5'-0"	1	V-A-1
1A137 Sunroom	4'-0"	5'-0"	3	V-A-1
	8'-0"	5'-0"	1	V-A-1
1A142 Dining	3'-0"	5'-0"	1	V-A-1
	5'-0"	5'-0"	1	V-A-1
	3'-0"	5'-8"	1	D-B-4
1B133 Living	10'-0"	5'-0"	1	V-A-1
1B138 Sunroom	4'-0"	5'-0"	3	V-A-1
	8'-0"	5'-0"	1	V-A-1
1B143 Dining	3'-0"	5'-0"	1	V-A-1
	5'-0"	5'-0"	1	V-A-1
	3'-0"	5'-8"	1	D-B-4
1B147 Activity	10'-0"	5'-0"	1	V-A-1
1B107 Living	10'-0"	5'-0"	1	V-A-1
1B112 Sunroom	4'-0"	5'-0"	3	V-A-1
	8'-0"	5'-0"	1	V-A-1
1B117 Dining	3'-0"	5'-0"	1	V-A-1
	5'-0"	5'-0"	1	V-A-1
	3'-0"	5'-8"	1	D-B-4
1C101 Sunroom	8'-0"	5'-0"	1	V-A-2
	4'-0"	5'-0"	1	V-A-2
1C102 Living	4'-0"	5'-0"	4	V-A-2
1C144 Sunroom	8'-0"	5'-0"	1	V-A-2
	4'-0"	5'-0"	1	V-A-2

1C108 Corridor	3'-0"	5'-8" exterior door	1	D-B-4
	2'-0"	5'-0" "	1	D-B-4
1C151 Corridor	3'-0"	5'-8" exterior door	1	D-B-4
	2'-0"	5'-0" "	1	D-B-4
1C143 Living	4'-0"	5'-0"	4	V-A-2
1D101 Sunroom	8'-0"	5'-0"	1	V-A-2
	4'-0"	5'-0"	1	V-A-2
1D102 Living	4'-0"	5'-0"	4	V-A-2
1D144 Sunroom	8'-0"	5'-0"	1	V-A-2
	4'-0"	5'-0"	1	V-A-2
1D108 Corridor	3'-0"	5'-8" exterior door	1	D-B-4
	2'-0"	5'-0" "	1	D-B-4
1D151 Corridor	3'-0"	5'-8" exterior door	1	D-B-4
	2'-0"	5'-0" "	1	D-B-4
1D143 Living	4'-0"	5'-0"	4	V-A-2
1E107 Living	10'-0"	5'-0"	1	V-A-3
1E113 Sunroom	4'-0"	5'-0"	3	V-A-3
	8'-0"	5'-0"	1	V-A-3
1E121 Dining	3'-0"	5'-0"	1	V-A-3
	5'-0"	5'-0"	1	V-A-3
	3'-0"	5'-8"	1	D-B-4
1E122 Activity	10'-0"	5'-0"	1	V-A-3
1E137 Living	10'-0"	5'-0"	1	V-A-3
1E131 Sunroom	4'-0"	5'-0"	3	V-A-3
	6'-0"	5'-0"	1	V-A-3
1E123 Dining	3'-0"	5'-0"	1	V-A-3
	5'-0"	5'-0"	1	V-A-3
	3'-0"	5'-8"	1	D-B-4
1F113 Sunroom	4'-0"	5'-0"	3	V-A-3
	8'-0"	5'-0"	1	V-A-3
1F121 Dining	3'-0"	5'-0"	1	V-A-3

	5'-0"	5'-0"	1	V-A-3
	3'-0"	5'-8"	1	D-B-4
1F107 Living	10'-0"	5'-0"	1	V-A-3
1F122 Activity	10'-0"	5'-0"	1	V-A-3
1F131 Sunroom	4'-0"	5'-0"	3	V-A-3
	8'-0"	5'-0"	1	V-A-3
1F123 Dining	3'-0"	5'-0"	1	V-A-3
	5'-0"	5'-0"	1	V-A-3
	3'-0"	5'-8"	1	D-B-4
1F137 Living	10'-0"	5'-0"	1	V-A-3
Resident rooms	6'-0"	5'-0"	1each,120 total	V-A-6
1G187 Family Conf	4'-0"	4'-0"	3	V-A-1
1G170 Family Conf	4'-0"	4'-0"	3	V-A-2
1G198 Family Conf	4'-0"	4'-0"	3	V-A-3
1G109A Barber Beauty	2'-0"	5'-0"	3	V-A-2
1G128 Corridor Alcove	4'-0"	5'-0"	2	D-A-5
1G115 Corridor Alcove	4'-0"	5'-0"	2	D-A-5
1G101 Lobby	6'-0"	5'-0"	2	D-A-5
1G124A In-Service	6'-0"	5'-0"	1	V-A-3
1G117 Activity	6'-0"	5'-0"	3	V-A-3

\* field measure

# SHOWER CURTAINS

## PART 1 - GENERAL

### 1.01. SCOPE.

All labor, material, equipment, and related services necessary to furnish and install all shower curtains and accessories as shown on the drawings or specified herein.

### 1.02. SUBMITTALS. (See Section 01300 - Submittals)

**Submit two samples of each fabric with bid.**

**Submit fabric manufacturer's maintenance and cleaning instructions with bid.**

Submit test reports, to designer prior to placing orders of fire hazard classification tests performed in accordance with the requirements of National Fire Protection Association (NFPA) 701-96 fire tests for flame-resistant textiles and films.

**Submit sample of fabric mesh with verifying information that mesh openings meet the 2007 edition of NFPA 13 with bid.**

## PART 2 - PRODUCTS

### 2.01. KEY TO CODE.

SC-x: indicates shower curtains  
Number indicates fabric

### 2.02. FABRIC.

1. Manufacturer: Standard Textiles  
Pattern: Matrix  
Color: Celestial 11  
Content: 100% FR Polyester  
Width: 76 inches  
Repeat: 2" v 2"h  
NFPA 701  
Location: Areas A&B Spas
2. Manufacturer: Standard Textiles  
Pattern: Matrix  
Color: Hazel 10  
Content: 100% FR Polyester  
Width: 76 inches  
Repeat: 2" v 2"h  
NFPA 701  
Location: Area C&D Spas, Lower Level Shower Rooms
3. Manufacturer: Standard Textiles  
Pattern: Matrix  
Color: Garlic 6  
Content: 100% FR Polyester

Width: 76 inches  
Repeat: 2" v 2"h  
NFPA 701  
Location: Area E&F Spas

2.03. FABRICATION.

Heading shall be double folded with self-film seam and added strip of lock- stitched vinyl.

Shower curtains hung from ceiling mounted cubicle tracks shall have a 22" mesh heading.

Mesh header seams shall be sewn with lock stitching. Points of stress shall be reinforced.

All seams to be waterproof.

Grommets shall occur at not less than 6" intervals.

Grommets shall be flat washer type, rustproof metal with rolled edge (5/16" I.D.).

Finished length to be approximately 1" from the floor.

Finished width to be 12" wider than track or rod length to ensure closure.

Ceiling height: 8'-0" - verify in field.

**PART 3 - EXECUTION**

3.01. INSPECTION.

Field measurements shall be taken to verify all sizes.

3.02. INSTALLATION.

Install shower curtain per manufacturer's instructions.

3.03. SHOWER CURTAIN SCHEDULE.

<u>LOCATION</u>	<u>APPROX.* WIDTH OF TRACK</u>	<u>HEIGHT* OF INSTALLATION FROM FINISHED FLOOR</u>	<u>QTY.</u>	<u>CODE</u>
1A101 Spa	10'-0"		1	SC-1
1A126 Spa	10'-0"		1	SC-1
1B127 Spa	10'-0"		1	SC-1
1B101 Spa	10'-0"		1	SC-1
1C113 Spa	10'-0"		1	SC-2
1C114 Spa	10'-0"		1	SC-2
1D113 Spa	10'-0"		1	SC-2
1D114 Spa	10'-0"		1	SC-2
1E145 Spa	10'-0"		1	SC-3
1E146 Spa	10'-0"		1	SC-3
1F147 Spa	10'-0"		1	SC-3
1F148 Spa	10'-0"		1	SC-3
BG115A Women's	3'-0"		1	SC-2
BG134 Men's	3'-0"		1	SC-2
1G134 Toilet	5'-0"		1	SC-2
Extra	10'-0"		3	SC-1
	10'-0"		3	SC-2
	5'-0"		2	SC-2
	3'-0"		2	SC-2
	10'-0"		3	SC-3

\*field-measure

## BLINDS

### PART 1 - GENERAL

#### 1.01. SCOPE.

All labor, material, equipment, and related services necessary to furnish and install all blinds (except as noted), blind hardware, and accessories as specified herein.

#### 1.02. SUBMITTALS. (See Section 01300 - Submittals)

**Submit blind manufacturer's descriptive literature indicating materials, installation instructions, including maintenance and cleaning instructions with bid.**

All products to comply with NFPA 701 - small scale for horizontal applications.

**Submit two samples of each color with bid.**

#### 1.03. RELATED WORK SPECIFIED IN OTHER SECTIONS.

Section 12500 – Drapery

Section 08521 – Security Aluminum Windows – for integral blinds

Section 08620 – Aluminum Clad Wood Windows – for integral blinds

#### 1.04. QUALITY ASSURANCE.

**SUPPLIER:** The manufacturer, subsidiary, or licensed agent shall be approved to supply the products specified, and to honor any claims against the product presented in accordance with the warranty.

**INSTALLER:** The installer or agent shall be qualified to install the specified products by prior experience, demonstrated performance and acceptance of any requirements of the manufacturer or any subsidiary or licensed agent. The installer shall be responsible for unacceptable installation.

#### 1.05. DELIVERY, STORAGE, AND HANDLING.

Product shall be delivered to the site in manufacturer's original packaging.

Product shall be handled and stored to prevent damage to materials, finishes, and operating mechanisms.

#### 1.06. JOB CONDITIONS.

Prior to window treatment measurements, window and sill installation shall be complete.

Interior temperature shall be maintained between 60 deg. F. and 90 deg. F. during and after installation; relative humidity shall not exceed 80%. Wet work shall be complete and dry.

#### 1.07. WARRANTY.

Product to be free of defects in materials and workmanship for so long as original purchaser owns product.

## **PART 2 - PRODUCTS**

### 2.01. KEY TO CODE.

B-1: B indicates blind  
Number indicates Type

### 2.02. PRODUCTS.

#### **BLIND TYPE 1**

Blinds shall be manufactured by Levolor "Mark 1, with dust guard", or comparable Hunter Douglas or Graber.

Color: submit manufacturer's standard colors for selection

HEADRAIL measures .25" thick x 1.4" high x 1.6" deep. Headrail design to include rolled edges at top, light blocking lip at the lower back side and a curved headrail. Headrail fabricated from 0.024" thick (before coating) phosphate-treated steel and finished with vinyl primer and top coat of polyester-baked enamel.

BOTTOM RAIL is tubular shaped, 0.024" thick phosphate-treated steel with vinyl primer and a top coat of polyester-baked enamel. Bottomrail is fully enclosed.

SLATS made of USA-manufactured cold rolled aluminum alloy. Slats are nominally 1" wide and 0.008" thickness. Slats are finished with a polyester-baked enamel with a durable anti-static, anti-microbial paint finish.

TILTER is a worm and gear design in a fully enclosed housing. Design incorporates a clutch mechanism to eliminate damage due to over-tilting.

CORD LOCK is a snap-in design with stainless steel wear guard and a floating locking pin and is crash-proof.

TILT ROD is hexagonal-shaped electro-zinc coated solid steel, measuring 1/4" at its widest point.

TILT ROD SUPPORT is low friction thermoplastic to support tiltrod. Tiltrod support will position ladder drums and guide cords and ladders without abrasion. Tiltrod support incorporates lift cord rollers for easier and smoother lifting and lowering operation.

WAND: Snaps on to attach. Wand is solid, round, clear cylinder. Wand will release with 6 lbs. of pressure.

LADDER DRUMS are low friction thermoplastic with smooth hole edges to position ladders.

LADDER is made of braided polyester yarn with standard spacing between slats, depending on manufacturer.

LIFT CORDS made of braided polyester, measuring 1.4 mm in diameter.

INSTALLATION BRACKETS: Snap-in hidden brackets are made of zinc plated steel. The brackets facilitate easy installation and removal of headrail channel. Additional brackets to be supplied for blinds over 60".

All cords to be located on the right and wands to be located on left unless otherwise noted.

Cords to be 2/3 length of blind. Mount tension pulley to wall.

Install cord stop with blind at maximum length it will be used.

Install cords at all blinds unless noted otherwise in schedule. Attach cord to wall to eliminate loose cords – verify installation with owner.

Provide standard valance to match blind color.

**BLIND TYPE 2: INTEGRAL at aluminum wood-clad windows**

Window type: Eagle aluminum wood-clad windows

Blind: Provide manufacturer's 1" standard blind to fit windows, to match blinds installed at

resident rooms at A, B, E, and F buildings – verify with owner.

Hardware: provide options for detachable hardware for owner to review and select

Slat color: provide same color as selected for resident room windows – verify with owner.

Note: Provide blind to owner with unfinished frame to be stained by owner. Owner to install.

Note: Provide separate pricing on bid form to stain and install. Stain to match window frame stain, verify color with owner.

**BLIND TYPE 3: INTEGRAL at security windows**

Window type: Oldcastle Glass Moduline Security Windows

Blind: Provide manufacturer's 1" standard blind to fit windows, to match blinds installed at resident rooms at C and D buildings – verify with owner.

Hardware: provide options for detachable hardware for owner to review and select

Slat color: provide same color as selected for resident room windows – verify with owner.

Note: Provide blind to owner with unfinished frame to be stained by owner. Owner to install.

Note: Provide separate pricing on bid form to stain and install. Stain to match window frame stain, verify color with owner.

**PART 3 - EXECUTION**

3.01. INSPECTION.

Subcontractor shall be responsible for all field measurement of all windows for this Work, inspection of site, approval of mounting surfaces, installation conditions, and inspection of completed installations. Field measurement shall not be completed until window installation is complete, window recesses are finished and sills are installed.

Other interacting trades shall receive drawings of blind systems, dimensions, assembly, and installation methods from subcontractor upon request.

### 3.02. INSTALLATION.

Install blinds per manufacturer's instructions.

All blinds to be inside mount, unless otherwise noted.

Coordinate blind installation with installation of fabric valance where specified, refer to Section 12500.

At operable windows, blinds to be mounted forward of window cranks. Blinds to clear sill by 1/2".

Provide hold-down brackets at sidelites or windows in doors where specified.

Adequate clearance shall be provided to permit unencumbered operation of blind and hardware.

Clean finished installation of dirt and finger marks. Leave work area clean and free of debris.

3.03. BLIND SCHEDULE.

<u>AREA</u>	<u>APPROX.* WIDTH OF WDW.</u>	<u>APPROX.* LENGTH OF WDW.</u>	<u>QTY.</u>	<u>CODE</u>
1A107 Living	10'-0"	5'-0"	1	B-2
1A112 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1A117 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1A144 Activity	10'-0"	5'-0"	1	B-2
	6'-0"	5'-0"	2	B-1
1A132 Living	10'-0"	5'-0"	1	B-2
1A137 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1A142 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1B133 Living	10'-0"	5'-0"	1	B-2
1B138 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1B143 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1B147 Activity	10'-0"	5'-0"	1	B-2
	6'-0"	5'-0"	2	B-1
1B107 Living	10'-0"	5'-0"	1	B-2
1B112 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1B117 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1C101 Sunroom	8'-0"	5'-0"	1	B-3
	4'-0"	5'-0"	1	B-3
1C102 Living	4'-0"	5'-0"	4	B-3
1C144 Sunroom	8'-0"	5'-0"	1	B-3
	4'-0"	5'-0"	1	B-3
1C143 Living	4'-0"	5'-0"	4	B-3
1D101 Sunroom	8'-0"	5'-0"	1	B-3
	4'-0"	5'-0"	1	B-3
1D102 Living	4'-0"	5'-0"	4	B-3
1D144 Sunroom	8'-0"	5'-0"	1	B-3
	4'-0"	5'-0"	1	B-3

1D143 Living	4'-0"	5'-0"	1	B-3
1E107 Living	10'-0"	5'-0"	1	B-2
1E113 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1E121 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1E122 Activity	10'-0"	5'-0"	1	B-2
	6'-0"	5'-0"	2	B-1
1E137 Living	10'-0"	5'-0"	1	B-2
1E131 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1E123 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1F113 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1F121 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1F107 Living	10'-0"	5'-0"	1	B-2
1F122 Activity	10'-0"	5'-0"	1	B-2
	6'-0"	5'-0"	2	B-1
1F131 Sunroom	4'-0"	5'-0"	3	B-2
	8'-0"	5'-0"	1	B-2
1F123 Dining	3'-0"	5'-0"	1	B-2
	5'-0"	5'-0"	1	B-2
1F137 Living	10'-0"	5'-0"	1	B-2
1G102 Small Conference	2'-0"	7'-0" sidelite	1	B-1
1G109A Barber Beauty	2'-0"	5'-0"	3	B-1
	2'-0"	7'-0" sidelite	1	B-1
1G124A In-Service	6'-0"	5'-0"	1	B-1
1G117 Activity	6'-0"	5'-0"	3	B-1
1G117 Activity	2'-0"	5'-0"	2	B-1
1G125 Activity Dir	1'-6"	7'-0" sidelite	1	B-1
1G126 Activity Office	5'-0"	5'-0"	1	B-1
1G129 Gym	4'-0"	4'-0"	2	B-1
1G131 Therapy Office	4'-0"	4'-0"	1	B-1
1G135 OT	2'-0"	3'-6"	1	B-1
1G136 Dietician	1'-6"	7'-0" sidelite	1	B-1

1G138 Breakroom	4'-0"		5	B-1
1G141 Large Conference	2'-0"	7'-0" sidelite	1	B-1
	1'-6"	7'-0" sidelite	1	B-1
1G142 Soc. Sec.	4'-0"	4'-0"	1	B-1
1G143 Soc Dir	4'-0"	4'-0"	1	B-1
1G144 Business Office	4'-0"	4'-0"	3	B-1
1G145 BOM	4'-0"	4'-0"	1	B-1
1G146 File Room	4'-0"	4'-0"	1	B-1
	1'-6"	7'-0" sidelite	1	B-1
1G150 Admin	4'-0"	4'-0"	3	B-1
1G151 Admin Sec	4'-0"	4'-0"	1	B-1
1G152 DON	4'-0"	4'-0"	2	B-1
1G154 Med Records	4'-0"	4'-0"	1	B-1
1G155 Charge Nurse	4'-0"	4'-0"	1	B-1
1G160 Social Worker	4'-0"	4'-0"	1	B-1
1G168 Nurse Supervisor	4'-0"	4'-0"	1	B-1
1G170 Family Conf	4'-0"	4'-0"	3	B-1
1G172 Nurse Supervisor	4'-0"	4'-0"	1	B-1
1G178 Nurse Supervisor	4'-0"	4'-0"	1	B-1
1G180 Social Worker	4'-0"	4'-0"	2	B-1
1G187 Family Conf	4'-0"	4'-0"	3	B-1
1G192 Nurse Supervisor	4'-0"	4'-0"	1	B-1
1G193 Social Worker	4'-0"	4'-0"	2	B-1
1G198 Family Conf	4'-0"	4'-0"	3	B-1

\* field measure

## CUBICLE CURTAINS

### PART 1 - GENERAL

#### 1.01. SCOPE.

All labor, material, equipment, and related services necessary to furnish and install all cubicle curtains and accessories as shown on the drawings or specified herein.

#### 1.02. SUBMITTALS. (See Section 01300 - Submittals)

**Submit two samples of each fabric with bid.**

**Submit fabric manufacturer's maintenance and cleaning instructions with bid.**

Submit test reports of fire hazard classification tests performed in accordance with the requirements of the National Fire Protection Association (NFPA) 701-96, Test Method 1 tests for flame resistant textiles and films to designer prior to placing orders.

**Submit sample of fabric mesh with verifying information that mesh openings meet the 2007 edition of NFPA 13 with bid.**

#### 1.03. QUALITY ASSURANCE.

Fabric shall be inspected for flaws prior to fabrication. Color to match submitted samples. Patterns to align on fabric.

All cubicle curtains require a 2" x 2" tag to be sewn to the lower right hem providing the following information:

1. Flame retardant requirements of the fabric
2. Cleaning requirements, i.e. washable or dry clean only.
3. Size of finished goods
4. Date and year
5. Location

### PART 2 - PRODUCTS

#### 2.01. KEY TO CODE.

Key to code:

CB-1: CB indicates cubicle curtains  
Number indicates fabric

#### 2.02. CUBICLE CURTAIN FABRICATION.

Cubicle curtains shall be unlined and with a 22" mesh heading.

Fabricate curtain with 2" wide tab of same material for gathering curtain together with snap closer.

Mesh to be Sapor polyester mesh.

Top of mesh to be folded into triple layer of fabric 1-1/2" wide, sewn with double needle seam.

Provide #1 rustproof grommets in triple layer of top fabric every 6".

Bottom of prefinished mesh to be sewn to top of cubicle fabric with double needle stitch.

Provide Break-away tabs to be used with InPro Pop-Out Carriers and InPro ceiling track where noted in schedule.

Side hems to be formed by a 1-1/2" wide triple layer of fabric sewn with single needle stitch.

Sides of mesh to be finished with 1-1/2" side hem similar to cubicle side hems.

All fabrics to be railroaded unless noted otherwise.

In non-railroaded fabrics, widths are sewn together by double needling the two edges together for a strong even stitch.

Bottom hem to be double 2" hem (three layers of fabric) sewn with blind stitch to conceal seam.

Cubicle curtain width shall be determined by the length of track plus an additional 20% (finished) fullness to ensure complete enclosure and privacy.

Field-verify ceiling mounted track length.

Unless otherwise noted, ceiling height: 8'-0" - verify before fabrication.

Finished length of curtain to be 12" from floor unless otherwise noted.

Finished hem to face interior of room.

Patterns to align vertically and horizontally at all panels.

Where "2 pieces with Velcro" is noted in schedule, cubicle track and lift track intersect. Provide this curtain in 2 equal pieces with snap closures.

2.03. CUBICLE CURTAINS.

FABRIC:

Manufacturer: Arc-Com  
Pattern: Mori AC-33085  
Color: Tide  
Content: 52% Post Consumer Recycled FR Polyester, 48% FR Polyester  
Width: 74 inches  
Repeat: 18"h x 17.5"v  
NFPA 701

MESH HEADER FABRIC: 100% nylon, flame resistant, washable, mesh size 1/2" with openings in mesh equaling 70% or greater per 2007 edition of NFPA 13.

Color: Natural

Submit sample to designer for approval.

**PART 3 - EXECUTION**

3.01. INSPECTION.

Field dimensions shall be taken to verify all sizes.

3.02. INSTALLATION.

Cubicle curtains shall hang in a natural draping condition without creases or wrinkles.

Seams shall be inspected for flatness and lack of puckering.

3.03. CUBICLE CURTAIN SCHEDULE.

<u>AREA</u>	<u>APPROX.* LENGTH OF TRACK</u>	<u>QTY</u>	<u>REMARKS</u>	<u>CODE</u>
1A101 Spa	9'-6"	1		CB-1
1A101 Spa	12-0"	1	2 pieces with snap closer	CB-1
1A126 Spa	9'-6"	1		CB-1
1A126 Spa	12-0"	1	2 pieces with snap closer	CB-1
1B101 Spa	9'-6"	1		CB-1
1B101 Spa	12-0"	1	2 pieces with snap closer	CB-1
1B127 Spa	9'-6"	1		CB-1
1B127 Spa	12-0"	1	2 pieces with snap	CB-1

			closer	
1C113 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1C113 Spa	12'-0"	1		CB-1
1C114 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1C114 Spa	12'-0"	1		CB-1
1D113 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1D113 Spa	12'-0"	1		CB-1
1D114 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1D114 Spa	12'-0"	1		CB-1
1E146 Spa	9'-6"	1		CB-1
1E146 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1E145 Spa	9'-6"	1		CB-1
1E145 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1F147 Spa	9'-6"	1		CB-1
1F147 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1F148 Spa	9'-6"	1		CB-1
1F148 Spa	12'-0"	1	2 pieces with snap closer	CB-1
1G 115D Exam	9'-6"	1		CB-1
1G164 Scale	7'-0"	1	Provide Break-away tabs for use with InPro Pop-Out carriers and track	CB-1
1G186B Scale	7'-0"	1	Provide Break-away tabs for use with InPro Pop-Out carriers and track	CB-1

1G197 Scale	7'-0"	1	Provide Break-away tabs for use with InPro Pop-Out carriers and track	CB-1
BG134 Mens Locker	4'-0"	1		CB-1
1G132 Treatment	9'-6"	3		CB-1
Extra	9'-6"	3		CB-1
	12'	3	2 pieces with snap closer	CB-1
	12'	2		CB-1
	7'	3	Provide Break-away tabs for use with Break-away carriers	CB-1
	4'	1		CB-1

\* field measure

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

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](http://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**

**NAME OF FIRM:** \_\_\_\_\_

The undersigned, having carefully examined the Bidding Documents for the Window Treatment for Badger Prairie Healthcare Center as well as the conditions affecting the Work, proposes to furnish in strict accordance with such Bidding Documents all material and labor required to furnish, receive, inspect, deliver, and service to each area stated at Badger Prairie Healthcare Center as listed below in accordance with the Specifications, Schedule and Terms and Conditions of this bid:

Item	Description	Qty	Unit Price	Extended Price
<b>Valances</b>				
V-A-1	valance	31		
V-A-2	valance	30		
V-A-3	valance	37		
V-A-6	valance	120		

**Manufacturer** \_\_\_\_\_  
**Model** \_\_\_\_\_

Item	Description	Qty	Unit Price	Extended Price
<b>Drapery</b>				
D-A-5	drapery	6		
D-B-4	sheer drapery	17		

**Manufacturer** \_\_\_\_\_  
**Model** \_\_\_\_\_

Item	Description	Qty	Unit Price	Extended Price
<b>Blinds</b>				
B-1	blinds	63		
B-2	integral blinds	60		
B-3	sec. integral blind	21		

**Manufacturer** \_\_\_\_\_  
**Model** \_\_\_\_\_

Item	Description	Qty	Unit Price	Extended Price
<b>Cubicle Curtains</b>				
CB-1	cubical curtain	44		

**Manufacturer** \_\_\_\_\_  
**Model** \_\_\_\_\_

Item	Description	Qty	Unit Price	Extended Price
<b>Shower Curtains</b>				
SC-1	shower curtain	8		
SC-2	shower curtain	14		
SC-3	shower curtain	8		

**Manufacturer** \_\_\_\_\_  
**Model** \_\_\_\_\_

	<b>GRAND TOTAL</b>			
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	Deduct for County to integral blinds, B-2,B-3			
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Indicate delivery days after receipt of order: \_\_\_\_\_  
Installation is requested in mid-October, 2010.

Special attention should be given to the Living Wage Requirements.

**PLEASE NOTE: Vendors are required to submit samples as requested in Section 1.02 of each bid item. Bids submitted without the required samples may be rejected.**

**Sales 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.

Payment terms: Net 30

Quote/Bid price delivered FOB Destination To:

Badger Prairie Health Care Center  
1100 E. Verona Ave.  
Verona, WI 53593

**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](http://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**

<b>NAME OF FIRM:</b>	
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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**

<b>NAME OF FIRM:</b>	
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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)**

<b>NAME OF FIRM:</b>	
----------------------	--

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