

Dane County Vendor Registration Program

All bidders wishing to receive a bid/proposal award 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 <http://www.co.dane.wi.us/purch/purch.htm>, or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received prior to the bid award.



Request for Bid

County of Dane, Wisconsin

Temporary Help Services

BID #5240

Bids must be received
no later than
2:00 p.m., December 5, 2001

SPECIAL INSTRUCTIONS:

1. Place the signed Signature Affidavit as the first page of your bid.
2. Label the lower left corner of your sealed submittal envelope as follows:

Bid #5240
Temporary Help
2:00 p.m., December 5, 2001

3. Mail or Deliver to:
DANE COUNTY PURCHASING DIVISION
ROOM 425 CITY-COUNTY BLDG
210 MARTIN LUTHER KING JR BLVD
MADISON WI 53703-3344

For further information regarding this bid,
contact **June Buchanan** at (608)266-4133

Issued by
Dane County Purchasing Division
Department of Administration

November 16, 2001

LATE BIDS, FAXED BIDS, AND/OR UNSIGNED BIDS WILL BE REJECTED

Temporary Help Specifications

Scope of Project:

Dane County is requesting bids to provide various temporary help services to Dane County departments. Contract term shall be for two (2) years with an option to negotiate a contract extension for a third year.

Contract Term:

The term of the contract shall be for two (2) consecutive years beginning January 1, 2002 with an option to negotiate a contract extension for a third year. Provisions are included in the Pricing Section for adjustments in hourly rates for 2003.

Minimum Wage Classes:

To insure quality temporary workers are provided, Dane County is setting minimum wage classes. Agencies must pay no less than the minimum wages designated hereinafter to workers assigned to Dane County (exclusive of any benefits the agency may choose to provide workers). An agency may pay their workers more than this minimum if it so desires.

Living Wage

The services requested in this bid are covered by the living wage requirements of Dane County Ordinance 25.015 (see paragraph 28. Of the Standard Terms & Conditions). The living wage is \$8.49 per hour for the year 2002. The minimum wage classes that are required in this bid are all at or above the living wage minimum. Bidder must meet the requirements of the minimum wage classes for this bid.

Overtime Rate

Dane County will pay an overtime rate for any worker who works in excess of eight (8) hours within any calendar day. Any time in excess of eight (8) hours shall not include time taken by a worker for an eating break.

Wage Adjustments:

It is the intent of this contract that the contract operate on prices bid for the periods as stated in the pricing schedules.

Negotiations between Dane County and the Provider(s) to extend the contract period for the period January 1, 2004 through December 31, 2004 shall commence 90 days prior to January 1, 2004.

Further negotiations shall occur between Dane County Purchasing and contracted temporary help agencies at any time during the contract period that it is agreed to by both parties that quality people to provide temporary help services to Dane County are not available for the specified hourly rate.

Insurance Requirements:

The successful provider(s) shall meet the requirements of insurance specified in the Terms and Conditions.

Award of Bid:

Award of bid will be made to a maximum of three vendors per category based upon hourly rate charged to Dane County and evaluation of bid documents. Dane County departments will be instructed to access the lowest hourly rate first to obtain temporary help services.

Cancellation:

If for any reason the successful provider(s) fail to fulfill the requirements of the contract for providing temporary help employees, Dane County shall have the right to cancel the contract at any time and negotiate for the services with another provider.

General:

1. Dane County will give a minimum notice of at least 24 hours to a contractor when workers in any job category are required.
2. Each department will train workers in job duties specific to their assignment.
3. Workers shall bring their own time cards to be checked in at the beginning of a work period and out at the end of a work period. Time cards shall be authenticated by an authorized Dane County manager with one copy left with the manager.
4. Laborers and equipment operators shall be required to wear safety shoes with the shoes owned by the worker or furnished by the provider for the worker. It shall be their responsibility of the contractor that shoes worn by all workers meet OSHA standards.
5. Dane County will furnish tools, vehicles, computers, word processors, and all other related supplies and tools necessary to complete the work assigned.

Classification Descriptions/Expected Work Sites:

Light Laborer Work will be unskilled manual labor which may involve routing cleaning work, routing grounds maintenance, assisting other workers in routine maintenance tasks and routine tasks related to food preparation and serving. Work will not require lifting of more than 30 pounds regularly or 50 pounds occasionally. Work hours will generally fall between 6:00 a.m. and midnight, Monday through Friday, but exceptions should be expected occasionally.

Work sites in Madison are predominantly in the City-County Building, 210 Martin Luther King Jr. Blvd., Alliant Energy Center, 1919 Alliant Energy Center Way; Dane County Regional Airport, 4000 International Lane; Vilas Zoo, 702 S Randall Street; and the Badger Prairie Health Care Center, 1100 East Verona Avenue, Verona. Other locations are possible as listed hereinafter under County Work Locations.

Heavy Laborer Work requires lifting of 50 lbs. or more regularly, skilled equipment operation, or skilled building maintenance duties. Work hours will generally fall between 6:00 a.m. and midnight, Monday through Friday, but exceptions should be expected occasionally.

Work sites are predominantly in the same locations as the Light Laborer plus Dane County Highway, 2302 fish Hatchery Road, and Dane County Public Works at various locations.

Heavy Equipment Operator Operate heavy equipment such as scrappers, fork lifts, end loaders, compactors and large trucks. Must have at least one year of substantial experience operating this type of equipment. Work hours will generally fall between 6:00 a.m. and midnight, Monday through Friday, but exceptions should be expected occasionally.

Work sites are predominantly at the Alliant Energy Center, 1919 Alliant Energy Center Way, and Dane County Public Works at various locations.

Clerk Typist/Data Entry Varied clerical and keying (typing or date entry) work requiring the ability to key at a net speed of 40 words per minute (gross speed minus errors). Clerk Typist position may also function as a receptionist and handle phones for several employees. Work will normally be from 7:00 a.m. to 4:30 p.m., Monday through Friday.

Work sites are predominantly in Madison at the City-County Building, 210 Martin Luther King Jr. Blvd.; Lakeview Complex, 1202 Northport Drive, and other locations as listed below.

Senior Clerk Typist/Work Processor An advanced level clerk typist performing increasingly varied and responsible clerical and keying work. This involves a considerable degree of independent judgment in interpreting various job related situations. This position may also be required to function as a receptionist and handle phones for several employees. This position requires a keying speed of 50 words per minute (gross speed minus errors). Knowledge of Microsoft Word word processing on IBM PC compatible equipment is desirable. Work hours will normally be from 7:00 a.m. to 4:30 p.m.

Work sites are predominantly in Madison at the City-County Building, 210 Martin Luther King Jr. Blvd.; Lakeview Complex, 1202 Northport Drive, and other locations as listed below.

Account Clerk I Varied bookkeeping work requiring a considerable degree of arithmetical skill and accuracy. Majority of time is spent tabulating, balancing, posting and documenting financial transactions. Requires at least one year of related work experience including using adding machines, calculators, and computer spreadsheets.

Work sites are predominantly in Madison at the City-County Building, 210 Martin Luther King Jr. Blvd.; Lakeview Complex, 1202 Northport Drive, and other locations as listed below.

Account Clerk II Varied bookkeeping work requiring a considerable degree of arithmetical skill and accuracy. Knowledge of governmental accounting methods and procedures or knowledge and skill in a related specialized area such as purchasing or collection of accounts. Requires at least two yeas of related work experience using automated systems and computer spreadsheets. Employee must have computer skills.

Work sites are predominantly in Madison at the City-County Building, 210 Martin Luther King Jr. Blvd.; Lakeview Complex, 1202 Northport Drive, and other locations as listed below.

County Work Locations:

1. City-County Building, 210 Martin Luther King, Jr. Blvd., Madison
2. Dane County Highway & Transportation, 2302 Fish Hatchery Road, Madison
3. Allianat Energy Center Complex, 1919 Alliant Energy Center Way, Madison
4. Lakeview Complex, 1202 Northport Drive, Madison
5. Badger Prairie Health Care Center, 1100 East Verona Avenue, Verona
6. Landfill Site #2, 7102 East Broadway, Madison
7. Parks/Public Works, 4718 Robertson Road, Madison
8. Library, 201 E. Mifflin Street, Madison
9. Airport, 4000 International Lane, Madison
10. Zoo, 702 South Randall Avenue, Madison
11. Human Services, 2322 South Park Street, Madison
12. Human Services 1104 Mills Street, Black Earth
13. Human Services, 1716 West Main Street, Stoughton
14. Human Services, 1632 West Main Street, Sun Prairie
15. Parking Ramp, 113 South Henry Street, Madison
16. Jobs Center, 1819 Aberg Avenue, Madison
17. Extension, 1 Fen Oak Court, Madison

Estimated Usage:

Bids should be based on the following expected usage guidelines:

<u>Classification</u>	<u>Normal Usage</u>
Light laborer	3-8 persons
Heavy laborer	3-5 Persons
Heavy Equipment Operator	1-3 Persons
Clerk Typist/Data Entry	3-8 Persons
Senior Clerk Typist/Word Processor	3-8 Persons
Account Clerk I	1-3 Persons
Account Clerk II	1-3 Persons

Usage stated is an estimate of temporaries employed by Dane County at any one time during the year; actual usage may be more or less in all categories dependent upon demand.

Questionnaire

1. References: List at least four (4) current clients using personnel supplied by your agency in the Madison, Wisconsin area. Dane County reserves the right to contact references and use this information to assist in the evaluation of your agency.

	<u>Company</u>	<u>Contact Person</u>	<u>Telephone Number</u>
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____
d)	_____	_____	_____

2. Indicate the number of years your agency has provided personnel services in Dane County: _____ years.

3. Describe validation tests given for each category. Indicate whether test is "hands on" and/or written proficiency test.

Light Laborer _____

Heavy Laborer _____

Heavy Equipment Operator _____

Clerk typist/Data Entry _____

Senior Clerk Typist/Word Processor _____

Account Clerk I _____

Account Clerk II _____

4. Attach a descriptive brochure outlining your company's capabilities.

5. Do you have on file with any governmental agency in Wisconsin a current affirmative action plan? (____) Yes (____) No

If answer is yes, indicate agency, telephone number, and contact person.

Pricing

Bids may be submitted for any or all job categories and in any combination. Bids will be awarded by separate job category or in any combination of job categories, whichever is deemed to be most advantageous to Dane County. Bidder shall indicate the actual cost to Dane County in each category for the years 2002 and 2003. Overtime rate is to be based on one and one-half (1-1/2) times the guaranteed employee wage.

Light Laborer

2002 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 8.50 /hr	\$ _____ /hr	\$ 12.75 /hr	\$ _____ /hr
2003 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 8.80 /hr	\$ _____ /hr	\$ 13.20 /hr	\$ _____ /hr

Heavy Laborer

2002 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 9.00 /hr	\$ _____ /hr	\$ 13.50 /hr	\$ _____ /hr
2003 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 9.25 /hr	\$ _____ /hr	\$ 13.88 /hr	\$ _____ /hr

Heavy Equipment Operator

	2002 Employee <u>Wage</u>	Cost to <u>Dane County</u>	Employee Overtime <u>Wage</u>	Cost to <u>Dane County</u>
\$	10.75 /hr	\$ _____ /hr	\$ 16.13 /hr	\$ _____ /hr

	2003 Employee <u>Wage</u>	Cost to <u>Dane County</u>	Employee Overtime <u>Wage</u>	Cost to <u>Dane County</u>
\$	11.00 /hr	\$ _____ /hr	\$ 16.50 /hr	\$ _____ /hr

Clerk Typist/Data Entry

	2002 Employee <u>Wage</u>	Cost to <u>Dane County</u>	Employee Overtime <u>Wage</u>	Cost to <u>Dane County</u>
\$	8.75 /hr	\$ _____ /hr	\$ 13.13 /hr	\$ _____ /hr

	2003 Employee <u>Wage</u>	Cost to <u>Dane County</u>	Employee Overtime <u>Wage</u>	Cost to <u>Dane County</u>
\$	9.00 /hr	\$ _____ /hr	\$ 13.50 /hr	\$ _____ /hr

Senior Clerk/Word Processor

	2002 Employee <u>Wage</u>	Cost to <u>Dane County</u>	Employee Overtime <u>Wage</u>	Cost to <u>Dane County</u>
\$	9.75 /hr	\$ _____ /hr	\$ 14.63 /hr	\$ _____ /hr

	2003 Employee <u>Wage</u>	Cost to <u>Dane County</u>	Employee Overtime <u>Wage</u>	Cost to <u>Dane County</u>
\$	10.00 /hr	\$ _____ /hr	\$ 15.00 /hr	\$ _____ /hr

Account Clerk I

2002 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 9.00 /hr	\$ _____ /hr	\$ 13.50 /hr	\$ _____ /hr

2003 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 9.25 /hr	\$ _____ /hr	\$ 13.88 /hr	\$ _____ /hr

Account Clerk II

2002 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 10.00 /hr	\$ _____ /hr	\$ 15.00 /hr	\$ _____ /hr

2003 Employee Wage	Cost to Dane County	Employee Overtime Wage	Cost to Dane County
\$ 10.25 /hr	\$ _____ /hr	\$ 15.38 /hr	\$ _____ /hr

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

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Further, the 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 the vendors shall be held liable.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by Dane County.

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. Shipments sent C.O.D. or freight collect will not be accepted.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale, e.g., gal., cs., doz., ea., etc., as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price,

the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Any increase proposed shall be submitted to the contracting department thirty (30) calendar days before the proposed effective date of the price increase, and shall be limited to fully documented cost increases to the contractor which are demonstrated to be industry wide. The conditions under which price increases may be granted shall be 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.

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. Quantities involved, 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 otherwise, 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 Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Dane County normally will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services, or combination of both, which have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

12.1 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: Dane 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, including all its departments, 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. Dane County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

13.0 GUARANTEED DELIVERY: Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor 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: 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 contractor 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 contractor 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 contractor agrees, in accordance with WI Stats. sec. 111.321 and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, and 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 contractor 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 Contractors 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 Contract Compliance Office 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 contractor 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 the conditions of this clause may result in the contractor's being declared ineligible to do business with the County, termination of the contract, or subject to withholding of payment.

16.4 The contractor 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 contractor 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 contractor guarantees goods sold to Dane County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein will not infringe any patent, copyright or trademark. The contractor covenants that it will, at its own expense, defend every suit which shall be brought against Dane County (provided that such contractor 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 Dane 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. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the contractor. The time limitation in this paragraph does not apply to the warranty provided in paragraph 27.0.

20.0 INSURANCE RESPONSIBILITY: The successful vendor who is providing services to Dane County shall:

20.1 Maintain worker's compensation 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 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 limits where warranted.

20.5 In case of any sublet of work under this Agreement, the successful vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies

providing coverage identical to that required of the successful vendor.

21.0 CANCELLATION: County reserves the right to terminate any agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records may not be 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 become 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 WI Stats 19.36(5) must be identified on a designation of Confidential and Proprietary Information form. In any event bid prices will not be held confidential after award or 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 contractor 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 contractor 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 contractor 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: The successful bidder on a contract where payment to the contractor is based on the contractor's costs 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 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 contractor. The contractor 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: Contractor 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) contractor's internal systems, and those of contractor's vendors, are year 2000 compliant, such that contractor will be able to deliver such goods, services and licenses as required by this procurement.

28.0 LIVING WAGE REQUIREMENT: The successful bidder shall:

- Pay the County's living wage to all its employees engaged in performance of the work, whether on a full-time or part-time basis.
- Make available for the County's inspection its payroll records relating to employees providing services under the agreement.
- Submit certifications as required in section 25.015(7), D.C. Ords.
- Display the County's current living wage poster in a prominent place where it can be easily seen and read by employees.

28.01 In the event its payroll records contain any false, misleading or fraudulent information, or if the successful bidder fails to comply with the provisions 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 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 (3) years after a second violation is found.

28.02 Bidders are exempt from the above requirements if:

- The maximum value of services to be provided is less than \$5,000;
- The bid involves only the sale of goods to the County;
- The bid is for professional services;
- The bid is for a public works contract where wages are regulated under s.62.293, Wis. Stats.;
- The bidder is a school district, a municipality, or other unit of government;
- The service to be provided is residential services at an established per bed rate;
- The bidder's employees are persons with disabilities working in employment programs and the successful bidder holds a current sub-minimum wage certificate issued by the U.S. Department of Labor or where such a certificate could be issued but for the fact that the employer is paying a wage higher than the minimum wage;
- The bidder is an individual providing services to a family member; or
- The bidder's employees are student interns.

LIVING WAGE CERTIFICATION

(Corporate or LLC Contractor)

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

1. That he or she is an officer or duly authorized agent of the above-referenced contractor ("the contractor") which has a service contract ("the contract"), as defined in s. 25.015(1)(d) of the Dane County Ordinances ("D. C. Ords."), with the county of Dane; that the contractor has been provided with a copy of s. 25.015, D. C. Ords.; and that its officers and managers have familiarized themselves with the requirements of s. 25.015, D. C. Ords.;
2. That the contractor has to date paid all workers employed in the performance of the contract, whether on a full-time or part-time basis, the living wage of not less than _____ per hour; that the contractor has, as to all requests to date, made available for county inspection the contractor's payroll records relating to employees providing services on or under the contract; that the contractor has provided a written notice complying 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