



REQUEST FOR PROPOSALS (RFP)

Department of Administration
County of Dane, Wisconsin

COUNTY AGENCY

Dane County Emergency Management

RFP NUMBER

109116

RFP TITLE

Consulting Services – Siren Control and Related Warning System Improvements

PURPOSE

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for consulting services for outdoor warning siren system control and related warning and notification system improvements.

DEADLINE FOR RFP SUBMISSIONS

2:00 P.M. Central Time
December 2, 2009
LATE, FAXED OR UNSIGNED PROPOSALS WILL BE REJECTED

SUBMIT RFP TO THIS ADDRESS

DANE COUNTY PURCHASING DIVISION
ROOM 425 CITY- COUNTY BUILDING
210 MARTIN LUTHER KING JR BLVD
MADISON, WI 53703-3345

VENDOR CONFERENCE

9:00 A.M.
November 5, 2009 (See Section 1.7)

SPECIAL INSTRUCTIONS

- Label the lower left corner of your sealed submittal package with the RFP number
- Place the Signature Affidavit as the first page of your proposal
- Submit one original and (4) copies of your technical proposal
- Submit one complete electronic copy of your technical proposal in Microsoft Word or PDF format burned to a CD or DVD
- Submit one original and (2) copies of your cost proposal
- Submit one complete electronic copy of your cost proposal in Microsoft Word or PDF format burned to a CD or DVD

DIRECT ALL INQUIRES TO

NAME Francisco Silva

TITLE Purchasing Agent

PHONE # 608/267-3523

FAX # 608/266-4425

EMAIL silva@co.dane.wi.us

WEB SITE www.danepurchasing.com

DATE RFP ISSUED: 10/16/09

RFP BLANK REVISED 9/09

RFP No. 109116

Dane County Vendor Registration Program

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

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1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for consulting services for outdoor warning system control and related warning and notification system improvements.

The County intends to use the results of this process to award a contract(s) or issuance of purchase order for the services stated above.

The contract resulting from this RFP will be administered by Dane County, Department of Emergency Management.

The contract administrator will be David Janda, Assistant Director.

This Request for Proposal (RFP) is issued on behalf of Dane County by the Purchasing Division, which is the sole point of contact for the County during the procurement process.

1.2 Scope of the Project

1.2.1 Project Description

Dane County is seeking proposals to provide professional consulting, planning, and facilitation services for improvements to the county's warning system. The purpose of this study is to guide decision-making and determine the most economical, effective, and reliable means for alerting the public of severe weather and other community-level emergencies in Dane County. This includes updates to the remote control system used to activate, test, and monitor the outdoor warning sirens located across the county. The project also includes investigation into the feasibility of integrating other components of the county warning into a centralized control system.

This project will follow a two step process:

- a. Clarify and define the project scope, identify technical and operational needs, identify and evaluate options, estimate costs, select the best alternative, incorporate technical requirements into an RFP for system implementation, and evaluate proposals.
- b. Contract negotiations with selected vendor(s), system implementation, testing, and acceptance.

This RFP is for consulting services to guide the first step of the above process.

1.2.2 Current Operations

Dane County uses a combination of methods for alerting the public of emergency situations, recognizing that no one application can provide warning to all citizens. Some of these alerting methods, such as outdoor sirens, are owned and operated by the County. Others, such as NOAA Weather Radio or local broadcast media are not controlled by the County, but cooperate in broadcasting warning information. Current components of the system include:

- a. Outdoor sirens. There are 122 sirens in the county system, located across the county. A map showing the site locations and a spread sheet listing the siren types is included as an attachment. (Sirens owned and operated by the City of Sun Prairie are not included in the county operated system.) The siren central control system is comprised of a custom developed application using National Instruments Lookout (version 4.0.1) SCADA software, connected to a Zetron Model 1700 Controller. The system operates with redundant back-up that will automatically take over in the event of a primary system failure. The Zetron Controller is connected via 4-wire tone remote control to microwave infrastructure on the county's public safety radio system. There is a microwave link from the City-County Building downtown Madison to primary and back-up base stations located at two county-operated tower sites. These base stations operate on low-band VHF, in simplex mode. Each siren site is equipped with a pole-mounted or roof-mounted low-band antenna and radio, battery and power supply, Zetron model 1708 RTU, GE Fanuc PLC, and a variety of relays and sensors for siren control and status monitoring. All communications between the controller and the site RTU is via Zetron proprietary MSK signaling protocol.

For siren activation purposes, the county is divided into 9 geographic zones. The sirens can be sounded individually, by zone, or by sequence of zones. Dynamic grouping of sites is not possible. Each RTU is addressed with a unique address for individual testing and activation as well as a group address for zone activation and cancelling. Every site is configured to respond to the following commands:

- i. Alert (Individual or Group)
- ii. Cancel (Individual or Group)
- iii. Poll (Individual only)
- iv. Quiet Test (Individual only)

Data acquisition and logging from each siren includes:

- i. AC Power
- ii. DC Power

- iii. Quiet Test result
- iv. Alert result

User issued control commands and subsequent data reporting from the sites occurs on the same radio channel.

- b. Reverse 911. The county operates Plant CML's Reverse 911® version 6.1.2 community notification system. The system is hosted by the county and is capable of placing 48 simultaneous outgoing voice telephone calls on the county's phone system. The county also subscribes to the Mass Call feature for high speed call placement. The Reverse 911 system is used for community warnings and notifications based on geographic area, telephone notification of specialized teams and resources, and text-based alerting to TTY devices.
- c. NOAA Weather Radio/Broadcast EAS. Through cooperation with the National Weather Service and local broadcast media, the county has a plan for activation of the broadcast EAS for local emergency messages. The National Weather Service serves as the primary entry point for messages originated by the county, with the LP-1 and LP-2 stations serving as backup. All messaging is conducted via telephone and fax between Dane County Public Safety Communications and the National Weather Service or local primary stations. The National Weather Service has agreed to air the EAS portion of the local emergency messages over the Madison NOAA Weather Radio transmitter and to carry the message text over the NOAA Weather Wire Service. The county has EAS encoder/decoders in the Public Safety Communications Center and in the Emergency Operations Center. These are both set up in receive-only mode and are not connected to radio transmitters. Also, the County actively promotes NOAA all-hazards radios for household and business use.
- d. Email. The county operates a user configurable system that is connected to the EAS decoder in the Emergency Operations Center, automatically compiling and sending Email messages based on the text output of the EAS header code. This is a custom developed application that using National Instruments Lookout (version 4.5) SCADA software. Email messages are distributed via the county's Email system to all county employees and approximately 1,100 outside subscribers. The system is automated to forward Email alerts for the following event codes issued for Dane County:
 - i. Tornado Watch
 - ii. Tornado Warning
 - iii. Severe Thunderstorm Warning

- iv. Flash Flood Warning
- v. 911 Telephone Outage Emergency
- vi. Evacuation Immediate
- vii. Shelter in Place Warning
- viii. Civil Danger Warning
- ix. Fire Warning
- x. Civil Emergency Message
- xi. Radiological Hazard Warning
- xii. Hazardous Materials Warning
- xiii. Law Enforcement Warning

Required Weekly Test and Required Monthly Test messages are routed to the system administrator.

The primary activation point of all components of the warning system is in the County's Public Safety Communications (911) Center, with backup capabilities in the County Emergency Operations Center.

These systems are all separate, and stand-alone. Activation, testing, and administration of each of these systems requires a separate process.

1.2.3 Objectives

The county seeks to review and analyze current and future options for providing warning and notification to the public. The ultimate output of the selected consultant's work will be the development of a vendor-neutral Request for Proposals based on recommendations made by the consultant and approved by an ad-hoc planning committee organized by the county. The RFP will be suitable to be released to the vendor community for the purposes of procuring the approved alternative(s) and include specific criteria for proposal evaluation and vendor selection.

1.2.4 Needs

The county requires a modern, reliable, and effective system to provide warnings and notification of severe weather and other community level emergencies. This includes outdoor sirens as well as a means for disseminating text and voice messages.

Siren system SCADA needs include, but are not limited to:

- Migration from low-band VHF to UHF channel(s) or other suitable signaling methodology.
- User friendly, map based system interface.
- Dynamic grouping of sites for alert and cancel commands.
- Links to NWS storm based warning polygons.
- Status monitoring, including those listed in section 1.2.2 at a minimum.

- Individual site commands for testing purposes.
- Segregation of command and data acquisition transmissions to eliminate the potential for data collisions over the air.
- User ability to add, delete, or relocate sirens on the central control software application.
- Capable of controlling a wide range of siren types.
- Capable of integration with a variety of local control systems used by local jurisdictions for fire alerting, noon whistles, and other localized warnings.
- Capacity for multiple siren activations without over the air data transmission conflicts.

This project includes replacement of hardware and software components of the radio control system. Replacement or relocation of sirens is not within the scope of this project.

Investigation and evaluation of text and voice-based options will include, but is not limited to:

- Feasibility of broadcast or high-capacity delivery of SMS text messages.
- Automated subscription/registration process for contact information into voice and text dissemination systems.
- Viability of commercially available systems as well as state and federal programs such as DMIS, HazCollect, FEMA's CMAS, etc.
- Protocols and standards such as Common Alerting Protocol (CAP).
- Geographic targeting of text and voice messaging systems.
- Industry and local government best practices and standards.
- Web-based applications and use of social networking sites such as Twitter and Facebook.
- Automated forwarding of alerts issued by the National Weather Service and other state and federal sources.
- Options for deaf and hard of hearing and non-English speaking populations.
- Advantages and disadvantages of county-hosted versus vendor-hosted solutions.

The county also seeks to investigate options for integration of multiple warning components into a single interface for activation, testing, and administrative purposes. This would reduce the workload associated with the current operation of using multiple systems, each with a unique and separate activation process. It also would help to assure consistency in the information transmitted over these multiple systems.

1.3 Definitions

The following definitions are used throughout the RFP.

County means Dane County

County Agency means Department /Division utilizing the service or product

Proposer/vendor means a firm submitting a proposal in response to this RFP.

Contractor means proposer awarded the contract.

SCADA means Supervisory Control And Data Acquisition

RTU means Remote Terminal Unit

PLC means Programmable Logic Controller

MSK means Minimum Shift Keying

NOAA means National Oceanic and Atmospheric Administration

EAS means Emergency Alert System

LP-1 means Local Primary 1

LP-2 means Local Primary 2

TTY means Teletype Writer

DMIS means Disaster Management Interoperability Services

CMAS means Commercial Mobile Alert Service

1.4 Clarification of the specifications

All inquiries concerning this RFP must be directed to the **person indicated on the cover page** of the RFP Document. (electronic mail is the preferred method)

Any questions concerning this RFP must be submitted in writing by mail, fax or e-mail on or before the stated date on the **Calendar of Events** (see Section 1.6)

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Mailing Address:

**Dane County Purchasing Division
Room 425 City-County Bldg
210 Martin Luther King Jr. Blvd
Madison, WI 53703-3345**

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.5 Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or

supplements will be posted on the Purchasing Division web site at www.danepurchasing.com

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt / review of any addendum(s) at the bottom of the RFP Cover Page /Signature Affidavit.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.6 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP and posting such supplement on the Dane County web site at www.danepurchasing.com . There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
October 16, 2009	Date of issue of the RFP (for Purchasing use)
November 5, 2009	Vendor conference
November 10, 2009	Last day for submitting written inquiries (2:00 p.m. Central Time)
November 12, 2009	Supplements or revisions to the RFP posted on the Purchasing Division web site at www.danepurchasing.com
December 2, 2009	Proposals due from vendors
Mid-December, 2009	Oral presentation by invited vendors
Early January, 2010	Notification of intent to award sent to vendors
Early February, 2010	Contract start date

1.7 Vendor Conference

A vendor conference will be held to respond to written questions and to provide any needed additional instruction to vendors on the submission of proposals. All vendors who intend to respond to the RFP are **strongly encouraged** to attend the vendor conference.

Date: November 5, 2009

Time: 9:00 A.M.

**Location: Dane County Emergency Management
115 West Doty Street, Room 2107
Madison, WI 53703**

1.8 Contract Term and Funding

The contract shall be effective on the date indicated on the purchase order or the contract execution date and is expected to run for less than six months from that date.

1.9 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or 608/266-4941 (TTY)

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required on-site visits or oral interview presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached "Designation of Confidential and Proprietary Information" form. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

2.3 Incurring Costs

Dane County is not liable for any cost incurred by proposers in replying to this RFP.

2.4 Vendor Registration

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

2.5 Submittal Instructions

Proposals must be received in by the County Purchasing Division by the specified time stated on the cover page. All proposals must be time-stamped in by the Purchasing Division by the stated time. Proposals not so stamped will not be accepted. Proposals received in response to this solicitation will not be returned to the proposers.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

2.6 Required Copies

Proposers must submit **an original and the required number of copies** of all materials required for acceptance as instructed on the cover page of the **RFP (Special Instructions)**.

All hard copies of the proposal must be on 8.5"x11" individually securely bound. **In addition, proposers must submit one complete electronic copy of the technical proposal in Microsoft Word or PDF format burned to a CD or DVD.**

Proposers must submit one complete electronic copy of the cost proposal in Microsoft Word or PDF format burned to a CD or DVD.

2.7 Proposal Organization and Format

Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

- Introduction (See Section 4 of this RFP)
- Response to general requirements (See Section 4 of this RFP)
 - Organizational qualifications
 - Staff qualifications and Facilities
 - References
- Response to technical requirements (See Section 5 of this RFP)
- Cost proposal (See Section 6 of this RFP)
- Required forms (See Section 8 of this RFP)
 - Attachment A Signature Affidavit
 - Attachment B Reference Data Sheet
 - Attachment C Designation of Confidential and Proprietary Information

- Appendices (Additional Information the proposer submits)

2.9 Oral Presentations and Site Visits

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

2.10 Demonstrations

Demonstrations are not anticipated.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met, and if additional mandatory requirements are met. (see Section 4.0). Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

3.2 Proposal Scoring

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

3.3 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

3.4 Evaluation Criteria

The proposals will be scored using the following criteria:

	<u>Description</u>	<u>Percent</u>
1.	General requirements	40
	a Completeness and thoroughness	10
	b Organizational capabilities and staff qualifications	10
	c Project schedule and work plan	15
2.	Technical requirements	40
	a Needs analysis	10
	b Market research	15
	c Presentation of alternatives	15
	d RFP development	5
3.	Cost	<u>20</u>
	TOTAL	100

3.5 Award and Final Offers

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

3.6 Notification of Intent to Award

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Introduction

Proposers should provide an explanation of their understanding of the tasks they believe to be necessary to accomplish the objectives outlined in the RFP. For each of these areas the proposer is to describe in a simple and straightforward manner the overall approach the consultant proposes to use when completing the work, as well as a discussion of how options and recommendations will be presented for review.

4.2 Organization Capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.

State the full name and address of your organization, including the name,

postal address, e-mail address and telephone number of the person in your organization who has primary responsibility for developing this proposal and to whom technical questions may be addressed.

4.3 Staff Qualifications

Proposals shall identify each member of the consultant's staff who would be assigned to work on the project, the role they will be performing, and the hourly rate to be charged to Dane County for their services, or alternatively a fixed price for services based on the established scope of work. Additionally, a resume' stating the background and qualifications of each individual should be attached. Particular attention shall be given to the individual named as the project coordinator.

4.4 Proposer References

Proposers must include in their response a list of at least three organizations, including points of contact (name, address, telephone number, and e-mail address), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

4.5 Statement of Objectivity

Proposals will be accepted only from independent consultants not engaged in or associated with the business of selling, servicing, or renting SCADA systems, warning and notification systems, or software integration services. Respondents must clearly state the independence and objectivity of the consultant. The selected firm or affiliates will not be allowed to provide provisioning services in the second phase of this project.

4.6 Project Schedule and Work Plan

As part of this proposal the vendor must submit a proposed project work plan and schedule. The vendor must identify all assumptions and constraints on which the project schedule and work plan are based.

The technical requirements listed below are assumed to be a logical progression of the project, but vendors should use expertise and best judgment in preparing the plan and schedule.

As part of this proposal the vendor must state the number of hours anticipated to be spent on each technical requirement.

5.0 TECHNICAL REQUIREMENTS

5.1 Introduction

This section is intended to illustrate the types of services that will be required of the consultant. It is not intended to exclude other services that the consultant

believes to be necessary and is able to provide. The actual scope of the work will be determined upon selection of the consultant and shall be mutually agreed upon by both parties.

5.2 Scope of Study

The scope of the study shall include currently available hardware and software applications and components of a modern warning system. This includes siren control systems, systems to disseminate text, voice, and web-based messages, and methods to unify system activation into one common operation for all components.

5.3 Needs Analysis

Development of a comprehensive needs analysis addressing the functionality and capabilities of county's warning system. At a minimum, inputs shall include information obtained from current system operators, local broadcast media partners, the National Weather Service, as well as industry and local government best practices. Proposals should describe the firm's approach to defining and clarifying system needs and specifications. Deliverables will be a written and in-person, on-site oral report including: assessment and documentation of existing capabilities, analysis of gaps and deficiencies in the current system, and social, technological and operational needs for system improvements.

5.4 Market Research

Research should include currently available products, options, and design alternatives to meet identified needs. Research should also include examples and lessons learned from state-of-the-art systems in use elsewhere in the state or country. Proposals should describe how the firm remains aware of the most current and successfully implemented public safety warning systems.

5.5 Presentation of Alternatives

Please describe a process by which your firm will report realistic alternatives with regard to warning system design and operation. Deliverables will be a written and in-person, on-site oral report including: documentation of the findings in the market research process, presentation of alternatives include pros, cons, advantages, disadvantages, issues, and considerations specific to the needs of Dane County's operations, and budgetary considerations for each alternative including initial and recurring costs for all system components, hardware/software procurement and development, maintenance contracts and updates, as well as site work to be performed at each of the 122 siren sites.

5.6 RFP Development

Proposals should include a description of services to be provided in the development of an RFP for procurement of the selected alternative(s). This includes facilitation of the RFP process, including support to the county in

reviewing and evaluating responses received. Deliverables include completion a vendor-neutral Request for Proposals (RFP) suitable to be released to the vendor community for the purposes of procuring the approved alternative(s), clearly delineated evaluation criteria, and the provision of technical assistance in the evaluation process. The selected vendor will serve an advisory function and will not be tasked with the actual scoring of proposals.

6.0 COST PROPOSAL

6.1 General Instructions on Submitting Cost Proposals

Proposers must submit an original and the required number of copies of the cost proposal as instructed on the **cover page of the RFP** ([Special Instructions](#)).

Cost proposal should be submitted in a separate envelope labeled **Cost Proposal** with the written proposal. (Refer to Cost Proposal Form)

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

6.2 Format for Submitting Cost Proposals

Cost proposals will be submitted using Attachment E of the RFP.

6.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 60 days starting on the due date for proposals.

7.0 SPECIAL CONTRACT TERMS AND CONDITIONS

7.1 Payment Requirements

Vendors shall propose a payment schedule tied to project milestones and deliverables.

8.0 REQUIRED FORMS

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Reference Data Sheet
Attachment C	Designation of Confidential and Proprietary Information
Attachment D	Fair Labor Practices Certification
Attachment E	Cost Summary Page

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

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

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

Signature

Title

Name (type or print

Date

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

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

REFERENCE DATA SHEET	
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/services with requirements similar to those included in this solicitation document	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	

Designation of Confidential and Proprietary Information		
<p>The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.</p>		
Section	Page Number	Topic

Check mark : This firm is not designating any information as proprietary and confidential which qualifies as trade secret.

Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

Signature

Title

Name (type or print)

Date

**FAIR LABOR PRACTICES CERTIFICATION
Dane County Ordinance 25.11(28)**

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.

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

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

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

Date Signed: _____

Officer or Authorized Agent

Business Name

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

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

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

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

COST / FINANCIAL PROPOSAL	
NAME OF FIRM:	

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

DCO CHS 19.25 Rev. 07/07

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

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County.

1.2 **DEFINITIONS:** As used herein, "vendor" includes a provider of goods or services, or both, who is responding to an RFP or a bid, and "bid" includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the vendor's letterhead, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 **QUANTITIES:** The quantities shown on this request are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

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

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

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the contracting department thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder's certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids **MUST** be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible, responsive vendor conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis. Among other things, quantities, time of delivery, purpose for which required, competency of vendor, the ability to render satisfactory service and past performance will be considered in determining responsibility.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 PAYMENT TERMS AND INVOICING: Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services, or combination of both. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.

11.1 NO WAIVER OF DEFAULT: In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 TAXES: The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 GUARANTEED DELIVERY: Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 APPLICABLE LAW AND VENUE: This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 ASSIGNMENT: No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 NONDISCRIMINATION/AFFIRMATIVE ACTION: During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or

membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must submit a written affirmative action plan to the County's Contract Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords., and the provisions of this Agreement.

16.5 *Americans with Disabilities Act*: The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT: The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 **WARRANTY:** Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor. The time limitation in this paragraph does not apply to the warranty provided in paragraph 27.0.

20.0 **INSURANCE RESPONSIBILITY:** The successful vendor shall:

20.1 Maintain worker's compensation coverage as required by Wisconsin Statutes, for all employees engaged in the work. The successful vendor shall furnish evidence of adequate worker's compensation insurance.

20.2 Indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of the successful vendor furnishing the services or goods required to be provided under the contract with the County, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of the successful vendor under this paragraph shall survive the expiration or termination of any contract resulting from the successful vendor's bid.

20.3 At all times during the term of this Agreement, keep in full force and effect comprehensive general liability and auto liability insurance policies (as well as professional malpractice or errors and omissions coverage, if the services being provided are professional services) issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided for therein in the amount of at least \$1,000,000 CSL (Combined Single Limits). Coverage afforded shall apply as primary. County shall be given ten (10) days advance notice of cancellation or non-renewal. Upon execution of this Agreement, the successful vendor shall furnish County with a certificate of insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If the successful vendor's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that coverage is Claims-Made and indicate the Retroactive Date, the successful vendor shall maintain coverage for the duration of this Agreement and for two years following the completion of this Agreement. The successful vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that the successful vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either the successful vendor or County may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the successful vendor. In the event any action, suit or other proceeding is brought

against County upon any matter herein indemnified against, County shall give reasonable notice thereof to the successful vendor and shall cooperate with the successful vendor's attorneys in the defense of the action, suit or other proceeding.

20.4 The County reserves the right to require higher or lower insurance limits where County deems necessary.

20.5 In case of any sublet of work under this Agreement, the successful vendor shall furnish evidence that each and every subvendor has in force and effect insurance policies providing coverage identical to that required of the successful vendor.

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

22.0 **PUBLIC RECORDS ACCESS:** It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

22.1 **PROPRIETARY INFORMATION:** If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

22.2 Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

22.3 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. In any event, bid prices will not be held confidential after award of contract.

23.0 **RECYCLED MATERIALS:** Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

24.0 PROMOTIONAL ADVERTISING: Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

25.0 ANTITRUST ASSIGNMENT: The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the County of Dane (purchaser). Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

26.0 RECORDKEEPING AND RECORD RETENTION-PUBLIC WORKS CONTRACTS: The successful bidder on a public works contract shall comply with the State of Wisconsin prevailing wage scale and shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all subcontracts, materialmen and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

26.1 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS: Where payment to the vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

27.0 YEAR 2000 COMPLIANT: Vendor warrants that: a) all goods, services and licenses sold otherwise provided pursuant to this procurement have been tested for and are fully year 2000 compliant, which means they are capable of correctly and consistently handling all date-based functions before, during and after the year 2000; b) the date change from 1999 to 2000, or any other date changes, will not prevent such goods, services or licenses from operating in a merchantable manner, for the purposes intended and in accordance with all applicable plans and specifications and without interruption before, during and after the year 2000; and c) vendor's internal systems, and those of vendor's vendors, are year 2000 compliant, such that vendor will be able to deliver such goods, services and licenses as required by this procurement.

28.0 LIVING WAGE REQUIREMENT: The vendor shall, where appropriate, comply with the County's Living Wage requirements as set forth in section 25.015, Dane County Ordinances.

28.01 In the event its payroll records contain any false, misleading or fraudulent information, or if the vendor fails to comply with the provisions of s. 25.015, D.C. Ords., the County may withhold payments on the contract, terminate,

cancel or suspend the contract in whole or in part, or, after a due process hearing, deny the vendor the right to participate in bidding on future County contracts for a period of one (1) year after the first violation is found and for a period of three (3) years after a second violation is found.

28.02 Bidders are exempt from the above requirements if:

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

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

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

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