

REQUEST FOR PROPOSALS

Design/Engineering Services for the Design and Construction of a Maintenance Building at White Mound County Park

Sauk County Land Resources and Environment Department
Parks and Recreation

March 5, 2024

Point of contact: Jekka Alt
Administrative Services Coordinator
S7995 White Mound Drive
Hillpoint, WI 53937
(608) 355-4800
jekka.alt@saukcountywi.gov

Proposal due date: Proposals must be received and date stamped as received no later than 1:00 PM, Central Time, April 18, 2024. Faxes and emails are not acceptable. Proposals or amendments received by Sauk County after 1:00 PM Central Time, on April 18, 2024, regardless of postmark, may not be considered.

All Proposals must be sent to: Jekka Alt
Sauk County Parks and Recreation
S7995 White Mound Drive
Hillpoint, WI 53937

The words “**MAINTENANCE BUILDING**” must be clearly marked on the sealed envelope.

- Part 1:** Introduction and General Information
- Part 2:** Scope of Work
- Part 3:** Proposal Contents
- Part 4:** General Proposal Process
- Part 5:** Standard Terms and Conditions

Part 1: Introduction and General Information

1.1 Introduction. Notice is hereby given that Sauk County will receive Proposals per specifications until 1:00 PM, Central Time, April 18, 2024 (Closing), to provide proposals for the design and engineering services associated with a maintenance building at White Mound County Park, S7995 White Mound Drive, Hillpoint, WI 53937. No Proposals will be received or considered after that time.

1.2 Definitions. For this Request for Proposals (RFP), the entity submitting the Proposal will be referred to as Proposer and Sauk County will be referred to as County.

1.3 Contact Information. Questions can be sent electronically to Jekka Alt, Administrative Services Coordinator, at jekka.alt@saukcountywi.gov.

1.4 Proposal Information. Proposals must be received and date stamped as received no later than 1:00 PM, Central Time, April 18, 2024. Faxes and emails are not acceptable. Proposals or amendments received by Sauk County after 1:00 PM, Central Time, on April 18, 2024, regardless of postmark, may not be considered.

Proposals must be addressed to Jekka Alt, Sauk County Parks and Recreation, S7995 White Mound Drive, Hillpoint, WI 53937. The words “**MAINTENANCE BUILDING**” must be clearly marked on the sealed envelope.

The County reserves the right to reject any and all Proposals not in compliance with all prescribed public RFP procedures and requirements and may reject for good cause any and all Proposals upon finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the County will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of the County and will reserve the right to award the contract to the Proposer whose Proposal must be best for the public good.

A contract incorporating the terms of this RFP shall be entered into by the successful Proposer after award of the project and before the work may commence. The County encourages proposals from minority, women, and small business enterprises.

1.5 Tentative Schedule of Events. The work included in this RFP should include a no later than date. The following is a tentative schedule of key dates, but Proposer should provide a schedule that includes these significant dates along with other dates essential to the Proposer’s work that they intend to follow with regard to this project.

March 5, 2024	- RFP issued date
April 3, 2024 at 4:00 PM Central Time	- Deadline to submit clarifying questions date
April 18, 2024 at 1:00 PM Central Time	- Proposals due date
May 9, 2024	- Contract awarded date
May/June 2024	- Anticipated start date
October 31, 2024	- Anticipated design completion date
2025	- Anticipated construction/occupancy date

Part 2: Scope of Work

2.1 Description. The Parks and Recreation service area of the Sauk County Land Resources and Environment Department (Department) seeks proposals for the design and engineering services for a maintenance building at White Mound County Park.

2.2 Background. It is the mission of the Sauk County Parks and Recreation division to acquire, develop, preserve, protect, and maintain Sauk County's parks and facilities for all citizens and to provide outdoor recreational opportunities that contribute to the well-being of individuals and families. Sauk County Parks and Recreation currently manages over 16 different parks and properties.

White Mound County Park, Sauk County's signature park, recently underwent a master planning process for the management of the park for the next twenty years. As part of the plan, constructing a new maintenance building is noted as a goal to improve park infrastructure. The existing maintenance building was built in 1998 and was constructed based on the needs of that time. The building is non-compliant with local and state building codes and has become inadequate for operations, equipment storage, and staff needs.

In the general location of the proposed maintenance building, there is currently:

- An existing shop/storage building (approximately 40' x 80')
- Straw shed (approximately 55' x 20')
- Septic system (approximately 115 yards east of the existing shop/storage building)
- Well (approximately 170' from the shop/storage building)
- Fuel tank (approximately 60' from the shop/storage building)
- Electricity

The existing shop/storage building, septic system, well, and fuel tank should be taken into consideration when meeting the Department's needs. Removal of the straw shed can be considered to accommodate design needs.

2.3 Project Scope. The Department would like to construct a new maintenance building that consists of an area that can be utilized for moderate vehicle repair, wood working, welding, painting, and other functions complementary to the parks system. The maintenance building should also include a private office, break area and restroom/shower facility.

2.3.1 Development of a design for a new maintenance building with office, break room, restroom/shower facility, etc. The proposal must consider appropriate times to meet with Department staff to develop preliminary floor plan options and building location. When developing the final floor plan consideration should be given to optimizing building location and floor layout for operational requirements and the following sustainable design concepts: make appropriate use of the land; use water, energy, lumber and other resources efficiently; enhance human health; create an efficient and functional design that is aesthetically pleasing and complements the natural setting; conserves plants, animals, endangered species and natural habitats; protects agricultural, cultural and archaeological resources; is pleasant to be in; is economical to build and operate; and utilizes alternative energy approaches where cost effective, appropriate and desirable.

2.3.2 The Proposer is required to provide the following: estimated project cost, project vision articulation; site and resource analysis, project programming; contract documents including bid document preparation, schematic design; design development; construction oversight of the general contractor; building commissioning and close-out.

2.3.3 Proposer must include civil, landscape, well, septic, structural, HVAC, electrical, plumbing, fire protection, interior, and exterior architectural engineering.

2.3.4 Proposer must provide services necessary to complete all required construction documents including approved state plans, engineering services, bid documents, project / construction oversight, project closeout and any other services the Proposer anticipates will be needed by the County.

2.3.5 Proposer must provide services to handle all necessary construction / project bidding processing with guidance from Department staff.

2.3.6 Proposer must assure that all designs are in accordance with all appropriate building codes.

2.3.7 Proposer will provide appropriate time to make a presentation to the Sauk County Land Resources and Environment Committee.

2.4 Deliverables. Final maintenance building construction plans in electronic (PDF) format is the minimum deliverable element. The Proposer will provide all labor, tools, equipment, and materials to perform the services. The Proposer will coordinate with Department staff, as necessary.

2.5 Additional Services. Proposers may include the proposed rate for any additional services that may be proposed. Rates should include all costs of performing the services (including without limitation, mileage, equipment, supplies, permits, licenses, overhead, profit, etc.). Although the Department does not anticipate compensating the Proposer for any additional items or expenses, any such additional amounts to be charged to the Department should be identified in the fee proposal.

2.6 Timeframe. The design must be completed by October 31, 2024.

2.7 Opportunity to Inspect. To fully understand the project, a potential Proposer can request an opportunity to meet at the project site. Contact Jekka Alt at the address listed in Part 1.3 to schedule a date and time.

Part 3: Proposal Contents

3.1 Proposal Contents and Delivery. Submittals should be limited to 8.5" x 11" sheet size and must include three (3) copies. Each submittal must follow the requested format and be organized with tabs according to the categories listed below. Addenda to submittals will not be considered.

3.2 Cover Letter. The cover letter should include the name, title, address, phone number, email address, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the firm, and who may be contacted during the period of proposal evaluation.

3.3 Consultant Team Qualifications. Demonstrate the firm's experience providing local jurisdictions with building design and engineering. Experience in developing plans for other similar governmental agencies should be highlighted. Include a description of the firm and a statement of the firm's qualifications for performing the requested consulting services. Indicate any specialized expertise relevant to the project and discuss the firm's in-house abilities and commitment to delivering the project in a timely manner.

3.4 Project Understanding and Approach. Describe the plans for accomplishing the required work. Include a work plan and a proposed schedule showing tasks and time frames necessary to complete the scope of services by the preferred completion date. Include the management approach to the work, location where work will be done, responsibilities for coordination of work with the Department, and lines of communication needed to maintain the required contract.

3.5 Firm Information and Project Team. Describe the qualifications and experience of each professional who will participate in the project. A project manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of total project or in person-hours, which will be contributed by each professional, during each phase or task of the overall project.

Describe your firm's familiarity with the public sector building design and engineering and specific experience with the requirements of governmental entities. The proposal must describe the nature and outcome of projects previously conducted by the firm that are related to the work described within the RFP. A description of at least three relevant projects of similar scope or complexity completed by the firm must be included. Provide completed cost of each project and the estimated cost prior to contracting. Provide a current reference for each of the projects described.

3.6 Anticipated Project Schedule. All proposers will define the anticipated deadline for completion and presentation of the and all related supporting activities. The project schedule will be incorporated into the professional services agreement between the Department and the successful respondent.

3.7 Implementation Approach. Identify the implementation approach, including but not limited to, the following:

1. Approach to conducting the project;
2. Efforts that may be needed to ensure a successful project;
3. Any issues that your firm believes are critical to the project's success;

4. List of extra deliverables and/or additional documentation to be provided beyond the deliverables stated in this RFP;
5. Schedule and work plan indicating the tasks and time needed for each task to complete the scope of services; and
6. Assumptions made in the development of the schedule and work plan.

3.8 Fee Proposal. Applicants are required to provide a fee proposal, which is based on the anticipated deliverables for this project. Additionally, applicants must include additional cost sheets or line items for each task and a description of the total costs and/or billing rates for services, staff time, equipment, materials, travel, administrative/clerical, overhead or other out-of-pocket expenses. If the firm uses hourly billing rates (instead of a flat retainer fee), please provide a detailed fee summary with a total not to exceed cost.

3.9 Supporting Information. Submit any additional information or recommendations supporting the proposal as an appendix or separate attachment.

Part 4: General Proposal Process

4.1 Modification or Withdrawal of Proposal. Any Proposal may be modified or withdrawn at any time prior to the Closing, provided that a written request is received by the Sauk County Land Resources and Environment Department, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

4.2 Requests for Clarification and Requests for Change. Proposers may submit questions regarding the specifications of the RFP. Questions must be received **in writing via email** on or before April 3, 2024, 4:00 PM Central Time to the contact information as listed in Part 1.3 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to allow Sauk County the opportunity to provide clarifications or adjust RFP terms or technical requirements prior to the opening of Proposals. The County will consider all requested changes and, if appropriate, amend the RFP. The County will provide reasonable notice of its decision to all Proposers that have provided an address (email or U.S. postal service) to the Sauk County Land Resources and Environment Department for this procurement. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposals must bind County unless included in an Addendum to the RFP.

4.3 Addenda. If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address, email, or U.S. Postal Service, to the Sauk County Land Resources and Environment Department for this procurement. It must be the Proposer's responsibility to regularly check the Bids and RFPs webpage at www.co.sauk.wi.us/rfps for any published Addenda or response to clarifying questions.

4.4 Submission of Proposals. Proposals must be submitted in accordance with this RFP. All Proposals must be legibly written in ink or typed and comply in all regards with the requirements of this RFP. All Proposals must include a cover letter with a signature that affirms the Proposer's intent to be bound by the Proposal. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership must be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it must be signed in the name of such corporation by an official who is authorized to bind the Proposer. No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned.

4.5 Evaluation Criteria. If a firm submits a complete proposal by the Department deadline, an evaluation of the proposal will be performed, based on a competitive selection process. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation of proposals will not be limited to price alone; technical merit, expertise, track record references, completeness of proposal documents, and demonstrated successes will be strongly considered in the selection process. The following criteria will be used in reviewing and comparing the proposals:

1. Completeness of the proposal documents. The ability, capacity, flexibility, and skill of the respondent to provide quality performance under the contract, as evidenced by the quality of any demonstration, client references, and any prior contracts with the Department.
2. Understanding of the background and requirements of the Scope of Work.

3. The relative allocation of resources, in terms of quality and quantity, to key tasks including the time and skills of personnel assigned to the tasks and firm's approach to managing resources and project output. Education and experience of proposed personnel. Expertise, competence, experience, performance, solvency, and responsiveness.
4. Responsiveness of proposal specification described in the RFP, including whether the respondent has agreed to contracting the requirements set forth in the RFP.
5. Demonstrated success in projects similar to the one described in the RFP.
6. Cost and compensation required.
7. Years of experience performing similar services to those outlined in Part 2: Scope of Work.

Sauk County reserves the right to reject any and all Proposals or portions thereof.

Proposals will be evaluated by the County and potentially external representatives.

If only one Proposal is received in response to this RFP, the County reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole Proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing, and other data from the Proposer to determine the reasonableness and acceptability of the Proposal.

4.6 Post-Selection Review and Protest of Award. The County will name the apparent successful Proposer in a "Notice of Intent to Award" letter. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract.

4.7 Investigation of References. The County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. The County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer to complete its investigation.

4.8 Proposal Preparation Costs and Other Costs. Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by the County), or any other costs are entirely the responsibility of the Proposer and will not be reimbursed in any manner by the County. Proposer must not include any such expenses as part of the price proposed in response to this RFP. The Department must be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

4.9 Clarification and Clarity. The County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

4.10 Right to Reject Proposals. The County reserves the right to reject any and all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by the County.

4.11 Cancellation. The County reserves the right to cancel or postpone this RFP at any time or to award no contract.

4.12 Proposal Terms. All Proposals, including any price quotes, will be valid and firm through a period of ninety (90) calendar days following the Closing date. The County may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame to be further considered in the procurement process.

4.13 Oral Presentations. At the County's sole option, Proposers may be required to give an oral presentation of their Proposals. A process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the County request presentations, the Sauk County Land Resources and Environment Department will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by the County.

4.14 Usage. It is the intention of the County to utilize the services of the successful Proposer(s) to provide services as outlined in Part 2: Scope of Work.

4.15 Review for Responsiveness. Upon receipt of all Proposals, the Sauk County Land Resources and Environment Department or designee will determine the responsiveness of all Proposals. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. The County reserves the right to determine if an error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived, and all others discarded.

4.16 RFP Incorporated into Contract. This RFP will become part of the Contract between the County and the selected Proposer(s). The Proposer(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of a contract.

4.17 Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Sauk County Board or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer. Refer to Section 4.2 Requests for Clarification and Requests for Change.

4.18 Prohibition on Commissions and Subcontractors. The County will contract directly with persons/entities capable of performing the requirements of this RFP. Proposers must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process.

4.19 Ownership of Proposals. All Proposals in response to this RFP are the sole property of the County, and subject to the provisions of public records.

4.20 Clerical Errors in Awards. The County reserves the right to correct inaccurate awards resulting from its clerical errors.

4.21 Rejection of Qualified Proposals. Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP.

4.22 Collusion. By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this RFP.

4.23 Commencement of Work. The Proposer must commence no work until all insurance requirements have been met, a date has been agreed upon with the Proposer, County and landowner, and a Notice to Proceed has been issued by the County.

4.24 Nondiscrimination. The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, Proposer will not discriminate against any person based on race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

4.25 Best and Final Offer. The County may request best and final offers from those Proposers determined by the County to be reasonably viable for contract award. However, the County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, the County may select for final contract negotiations/execution the offers that are most advantageous to the County, considering cost and the evaluation criteria in this RFP.

Part 5: Standard Terms and Conditions

5.1 Applicability. These standard terms and conditions apply to Requests for Written Quotes (RFWQ), Bids (RFB), Proposals (RFP), contracts and all other applicable transactions whereby the County acquires goods or services, or both. The terms of this section shall be incorporated into the Contract for Services. By submitting a Proposal, the Proposer is agreeing to be bound by these terms and conditions along with any other terms or conditions set forth elsewhere in this RFP. Special provisions for a contract may also apply.

5.2 Specifications. The listed specifications 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 Proposal, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Sauk County must be the sole judge of equivalency. Proposers are cautioned to avoid proposing alternates to the specifications that may result in rejection of their Proposal.

5.3 Deviations and Exceptions. Deviations and exceptions from terms, conditions, or specifications are not accepted and the Proposal must be made as in strict compliance with all terms, conditions, and specifications and the Proposer must be bound to the provisions.

5.4 Quality. Unless otherwise indicated in the request, all material must be first quality. Items which are used, pre-owned, demonstrators, obsolete, seconds, defective, or which have been discontinued are unacceptable without prior written approval by Sauk County.

5.5 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.

5.6 Delivery. Deliveries must be "Free on Board" to the destination listed on the purchase order or contract. Title and risk of loss of goods must not pass to the County of Sauk until receipt and acceptance takes place at the FOB point. Proposer will be responsible to deliver to the destination shown on the purchase order, with inside delivery required at no additional charge to Sauk County. County will reject shipments sent C.O.D. or freight collect.

5.7 Pricing and Content. Sauk County qualifies for governmental discounts; unit prices must reflect these discounts.

Unit prices shown on the Proposal or contract must be the price per unit of sale as stated on the request or contract. For any given item, the quantity multiplied by the unit price must establish the extended price; the unit price must govern in the Proposal evaluation, permits, inspections, and all other contract administration.

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

Submission of a Proposal constitutes Proposer's certification that no financial or personal relationship exists between the Proposer and any County official or employee except as specially set forth in writing attached to and made part of the Proposal. The successful Proposer must disclose any such relationship which develops during the term of the contract. See Sauk County Code of Ordinances Chapter 36, Code of Ethics.

5.8 Acceptance-Rejection. Sauk County reserves the right to accept or reject any or all Proposals, to waive any technicality in any Proposal submitted, and to accept any part of a Proposal as deemed to be in the best interests of Sauk County. Submission of a Proposal constitutes the making of an offer to contract and gives the County an option valid for 90 days after the date of submission to the County. The County reserves the right to perform background and reference checks on Proposers providing goods and/or services to the County.

Proposals MUST be date and time stamped by Sauk County on or before the date and time that the Proposal is due. Proposals dated and time stamped after the deadline will be rejected. Actual receipt by the County is necessary. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

5.9 Ordering/Acceptance. Written notice of award to a Proposer in the form of a purchase order or other document, mailed or delivered to the address shown on the Proposal will be considered sufficient notice of acceptance of Proposal. A formal contract signed by both parties must be used.

5.10 Payment Terms and Invoicing. Unless otherwise agreed, Sauk County will pay properly submitted Proposer invoices within forty-five (45) days of receipt of goods and services. Payment will not be made until goods and/or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with the contract. A good-faith dispute creates an exception to prompt payment.

5.11 No Waiver of Default. In no event must the making of any payment or acceptance of any service or product constitute or be construed as a waiver by the County of any breach of the covenants of a contract, or a waiver of any default of the successful Proposer. The making of any such payment or acceptance of any such service or product by the County while any such default or breach must exist must in no way impair or prejudice the right of the County with respect to recovery of damages or other remedy as a result of such breach or default.

5.12 Taxes. Sauk 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. Sauk 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. Sauk County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Proposers performing construction activities are required to pay state use tax on the cost of materials.

5.13 Entire Agreement. These Standard Terms and Conditions must apply to any contract or order awarded as a result of this request. Special requirements of a resulting contract may also apply. The written contract and/or order with referenced parts and attachments must constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment must be effective or binding unless expressly agreed to in writing by the County.

5.14 Guaranteed Delivery. Failure of the Proposer to adhere to delivery schedules as specified or to promptly replace rejected materials must render the Proposer liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs must include administrative costs to retain such replacement.

5.15 Applicable Law. This contract must be governed by the laws of the State of Wisconsin, and venue for any legal action between the parties must be in the Sauk County Circuit Court. The Proposer must always 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. Sauk County also reserves the right to cancel this contract if the County learns the Proposer is debarred from a local governmental entity, the State of Wisconsin or federally debarred Proposer or a Proposer that is presently identified on the list of parties excluded from local or federal procurement and non-procurement contracts.

5.16 Antitrust Compliance. Those parties contracting with the County, or submitting Proposals under this Request for Proposal, certify that with respect to all aspects of this Proposal and any subsequent agreement they have complied and will comply with all Federal and State Anti-Trust and Restraint of Trade laws and regulations. FURTHERMORE, said party agrees to defend and hold harmless the County of Sauk against any claims to the contrary.

5.17 Assignment. No right or duty in whole or in part of the Proposer under a contract may be assigned or delegated without the prior written consent of Sauk County.

5.18 Subcontracting. If sub-contractors are to be used, this must be clearly explained in the Proposal. Awarded Proposer(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title, or interest in the contract to any person, contractor(s) or other organization without prior written consent of the County. No subcontract must, under any circumstances, relieve the Proposer of liability and obligation under this contract. The awarded Proposer must be fully responsible for the acts, errors, and omission of subcontractor(s).

5.19 Nondiscrimination/Affirmative Action. The Proposer agrees, in accordance with Sec. 111.321, Wis. Stats. 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 Proposer must provide a harassment-free work environment. These provisions must 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. Failure to comply with these Terms and Conditions may result in the Proposer being debarred, termination of the contract and/or withholding of payment.

5.20 Safety Requirements. All employer practices, employee practices, materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards. The Proposer must comply with the

County’s worksite rules. Proposer must comply, train, and accept exclusive responsibility for its employees while on County property.

5.21 Safety Data Sheets. If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, the Proposer must provide one (1) copy of Safety Data Sheets for each item with the shipped container(s) and one (1) copy with the invoice(s).

5.22 Warranty. Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request or contract must be warranted against defects by the Proposer for one (1) year from date of receipt. An equipment manufacturer’s standard warranty must apply as a minimum and must be honored by the Proposer.

5.23 Indemnification and Insurance. The Proposer must bear the full and complete responsibility for all risk of damage of premises, equipment, procedure, or money resulting from any cause whatsoever and must not penalize the County for any losses incurred.

Proposer must indemnify, hold harmless, and defend Sauk County, its officers, boards, commissions, agents and employees from any and all liability, claims, demands, losses (including, but not limited to, property damage, bodily injury and loss of life), costs, expenses or damages which Sauk County, its officers, employees, agents, boards, or commissions may sustain, incur or be required to pay by reason of Proposer furnishing goods or services required to be provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the Proposer. Nothing contained herein must require Proposer to defend or indemnify the County for losses, damages, injuries, or death arising out of the negligence of the County, its agents or employees. The obligations of Proposer under this paragraph must survive the expiration or termination of the contract or agreement.

To secure Proposer’s obligation to hold harmless and indemnify the County, Proposer must procure and maintain the following insurance:

Worker’s Compensation Insurance as prescribed by the laws of the State of Wisconsin.

General Liability

General Aggregate:	\$1,000,000.00
Products-Comp/Op Agg:	\$1,000,000.00
Personal & Adv. Injury:	\$1,000,000.00
Each Occurrence:	\$1,000,000.00

Automobile: (Combined single limit) \$1,000,000.00

Excess Liability: (Umbrella) \$1,000,000.00
(Each occurrence and aggregate)

The Proposer must add Sauk County, its officers, agents, and employees as must be named as an additional named insured.

Proposer must provide policy, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of the agreement/contract indicating that Sauk County is an additional named insured on public liability, professional liability and property damage insurance required above.

Proposer must provide insurance certificates indicating required coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.

5.24 Termination for Default. Failure of the awardee to perform any of the provisions of the contract must constitute a breach of contract, in which case, the County may require corrective action within ten calendar days (10) from date of receipt of written notice citing the exact nature of such breach. Failure to take corrective action or failure to provide a written reply within the prescribed 10 days must constitute a default of the contract. If defaulted, the Proposer must be liable for liquidated damages, if any. Sauk County reserves the right to enforce the performance of this contract in any manner prescribed by law in the event of breach of default of this contract and may contract with another party with or without solicitation of Proposals or further negotiations. As a minimum, Proposer must be required to pay any difference in the cost of securing the products or services covered by this contract or compensate for any loss to County should it become necessary to contract with another source because of this default, plus reasonable administrative costs, reasonable attorney's fees, court cost and expenses.

5.25 Termination for Convenience. Upon seven (7) calendar days written notice delivered by first class postpaid United States Mail, to the address indicated in the Proposal, to the successful Proposer, Sauk County may without cause and without prejudice to any other right to remedy, terminate the agreement for Sauk County's convenience whenever Sauk County determines that such termination is in the best interest of the County. Where the agreement is terminated for convenience of Sauk County the notice of termination must state that the contract is being terminated to the convenience of Sauk County under the termination clause and the extent of the termination. Upon receipt of such notice, the Proposer must promptly discontinue all work at the time and to the extent indicated on the notice of termination. The Proposer must also terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the contract and refrain from placing further orders and subcontracts except, as they may be necessary and complete any continued portions of the work.

5.26 Non-Appropriation of Funds. Sauk County intends to make all payments required to be made under any Agreement resulting from this RFP. However, in the event Sauk County's legislative body, the Sauk County Board of Supervisors, does not appropriate funds for the continuation of the Agreement for any fiscal year after the first fiscal year, said agreement will be terminated without damages or cost for such termination.

5.27 Recordkeeping and Record Retention – Public Works Contracts. The Proposer on a public works contract must establish and maintain adequate payroll records for all labor utilized as well as records for all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be kept in accordance with generally accepted accounting procedures. Sauk County must have the right to audit, review, examine, copy, and

transcribe any such records or documents relating to any contract resulting from this Proposal held by the Proposer. The Proposer will retain all documents applicable to a contract for a period of not less than five (5) years after final payment is made.

5.28 Independent Vendor Status. Contractor holds itself out as an independent contractor. Contractor: is a separate and independent enterprise from the County; has a full opportunity to find other business; has made its own investment in its business, trade or profession; possesses the equipment, instrumentalities, materials, and office necessary to perform the work; controls the means of performing the work; and risks profit and loss as a result of the work. Contractor is acting as an independent contractor in providing and performing the services contemplated by this contract. It is not intended that anything in, or done pursuant to, this contract create the relationship of employer and employee, principal and agent, partners, or joint venture between County and Contractor. This contract does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor is an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, and the provisions of the Internal Revenue Code, the state revenue and taxation law, the state workers' compensation law and the state unemployment insurance law. It is not the intention of the parties that this contract create any joint employment relationship between the Contractor and the County, and the county shall not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages, overtime premiums, unemployment insurance benefits, worker's compensation benefits, health insurance, health benefits, disability benefits, or retirement benefits. Contractor is not entitled to receive any benefits from County or to participate in any County benefit plan.

5.29 Public Records, General. It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Proposal openings are public unless otherwise specified. If awarded this contract, Proposer must assist Sauk County in complying with any public records request made under Wisconsin Law or Federal Freedom of Information Act.

The Parties acknowledge that Sauk County is a municipal corporation legally bound to comply with the Wisconsin Public Records Law and Open Meetings Law (see sections 19.32-19.39 & 19.81-19.98, Wis. Statutes) and that, unless otherwise clearly allowed by law to be an exception to the Public Record Law and confidential, all aspects of this Agreement are subject to open disclosure and are a matter of public record. It is further agreed to that neither party will take any action to obstruct the operation of these laws.

To comply with any request under said Public Record Law, the provider/Proposer herein must produce copies of all materials gathered or produced or modified pursuant to this contract to Sauk County, in their original (i.e., electronic or digital, etc.) format at actual cost of reproduction, without profit. According to Wisconsin case law, even if records are created or maintained by, or in the custody of, the provider as an independent contractor, they, along with the raw data used to create the record, are nevertheless public records that must be made available to the public within a reasonable time and without delay upon request by any person, and in the format in which they were created.

Provider/contractor agrees to hold Sauk County, its agents, officials and employees harmless and to indemnify them and Sauk County for all costs, fees, including all reasonable attorney fees and expense of all kinds, and any judgments, orders, injunctions, writs of mandamus, and damages or expense of whatever kind for which Sauk County or its agents, officials or employees may expend or be held liable due to the Provider/contractor's failure to comply with the Wisconsin Public Records and Open Meetings laws, or with this agreement.

Any Public Record Law request received directly by a contractor related to this contract with Sauk County must immediately be reported to the County Administrator for the County.

5.30 Public Records, Trade Secrets/Proprietary Information. Any restrictions on the use of data contained within a request must be clearly stated information identified on a document created by the Proposer labeled "Trade Secret, Confidential and Proprietary Information Form" included with the Proposal. Proprietary information submitted in response to a request will be handled in accordance with applicable the Wisconsin Public Records Law. If the Proposer asserts in the Proposal that 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 Proposer of the request for the records and affording the Proposer 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 must be upon the Proposer. The Proposer acknowledges and agrees that if the Proposer fails to initiate legal action to defend the trade secret designation within 5 business days of written notification of Public Records Request, or be unsuccessful in its defense of that designation, County shall be required to and will release the records.

In the event that Sauk County becomes involved in an action under the Wisconsin Open Records law, or other applicable law or laws relating in any way to of any trade secret or any information designated as Proprietary information on the "Trade Secret, Confidential and Proprietary Information Form" Proposer shall, at is sole cost and expense, fully cooperate with Sauk County in the defense of said action, including but not limited to providing access to Sauk County to materials needed, or potentially needed for discovery and defense of the action. In the event that Sauk County becomes involved in an action under the Wisconsin Open Records law, or other applicable law or laws relating in any way to a trader secret listed on "Trade Secret, Confidential and Proprietary Information Form", and such item is determined by a court of competent jurisdiction to be releasable to any person under any such law, then, Proposer shall pay all of the costs of litigation of the Sauk County, including but not limited to actual attorney's fees, and also all fines or penalties levied against Sauk County or any of its supervisors, employees, or agents for failure to release.

5.31 Public Records, Confidential Information (Not subject to Section 5.30 above). Information supplied by Proposer to Sauk County is subject to Subchapter II, Chapter 19 of the Wisconsin Statutes (the Wisconsin Open Records law). For the purposes of this contract the only information supplied by Proposer to Sauk County that may be considered confidential information not subject to Section 5.30 above shall include only the information identified on a document created by the Proposer labeled "Trade Secret, Confidential and Proprietary Information Form" included with the Proposal. It is expressly agreed by the parties that this contract itself is not a trade secret, and, therefore, need not be held in

confidence by Sauk County. The parties agree that, Proposer would not enter this contract, and would not release to Sauk County the items listed on the "Trade Secret, Confidential and Proprietary Information Form" as confidential/proprietary without this restriction. Notwithstanding the foregoing, confidential information shall not include information that the receiving party can document was independently developed by them without use of the other party's confidential information, known prior to disclosure or acquired from a third party free of disclosure obligations. The confidentiality restriction is subject and subordinate to the Wisconsin Open Records Law and other applicable laws relating to public records. Proposer understands and agrees that, because Sauk County is party to this contract, provisions of the Wisconsin Open Records Law and other laws relating to public records may apply to records kept by Proposer. Proposer agrees to fully comply with such laws, and to cooperate with Sauk County in its compliance with such laws. Cooperation shall include, but not be limited to, the provision of records, or copies of records to County or others upon the request of the county. Compliance and cooperation of Proposer shall be at its sole cost and expense. In the event that Sauk County becomes involved in an action under the Wisconsin Open Records law, or other applicable law or laws relating in any way to the confidentiality of any item listed on "Trade Secret, Confidential and Proprietary Information Form" Proposer shall, at its sole cost and expense, fully cooperate with Sauk County in the defense of said action, including but not limited to providing access to Sauk County to materials needed, or potentially needed for discovery and defense of the action. In the event that Sauk County becomes involved in an action under the Wisconsin Open Records law, or other applicable law or laws relating in any way to the confidentiality of any item listed on "Trade Secret, Confidential and Proprietary Information Form", and such item is determined by a court of competent jurisdiction to be releasable to any person under any such law, then, Proposer shall pay all of the costs of litigation of the Sauk County, including but not limited to actual attorney's fees, and also all fines or penalties levied against Sauk County or any of its supervisors, employees or agents for failure to release. Proposer asserts, and County understands that, without this pledge of confidentiality, Proposer would not provide the confidential information to County and would not enter into this contract with County.

5.32 Patent, Copyright and Trademark Infringement. The Proposer 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, software or trademark. The Proposer covenants that it will, at its own expense, defend and hold harmless the County from every suit which must be brought against Sauk County (provided that such Proposer is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright, software or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits, reasonable expenses, reasonable attorney fees in defense of such actions, recoverable in any such suit.

5.33 Licensure, Certification, and Statutory Requirements. Proposer is responsible to comply with all statutory rules and regulations. All federal, state, and local laws, rules, and regulations governing the goods or service described in the specification will apply and will be deemed incorporated into the contract. These requirements must be at Proposer's expense. When required any and all permits and inspections must be included in the Proposal price and must not be an additional cost to the County.

5.34 Promotional Releases. Proposer agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the services provided are endorsed or preferred by Sauk County.

5.35 Force Majeure. Neither party must be in default under this Agreement if nonperformance of any condition is due to reasons beyond the reasonable control of the party, and nonperformance is not due to a party's negligence. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the United States government in either its sovereign or contractual capacity, fires, floods, pandemics, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather.