

Dane County Contract Cover Sheet

Revised 07/2023

Res 195
significant

Dept./Division	Sheriff's Office - Security Services Division		
Vendor Name	Madison United Healthcare Linen, Ltd.	MUNIS #	4802
Brief Contract Title/Description	Request authorization for a 5-year contract for laundry and linen service for the Dane County Jail, including the City County Building, the Public Safety Building and the Juvenile Detention Center.		
Contract Term	10/1/2023 - 9/30/2028		
Contract Amount	\$2,015,400		

Contract # Admin will assign	15215
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Lillian Radivojevich	Name	Paul Nytsch
Phone #	(608) 284-4801	Phone #	(414) 651-6904
Email	radivojevich@danesherriff.com	Email	pauln@muhl.org
Purchasing Officer	Megan Roqan		

Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input checked="" type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP # 23RFP-74
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	



MUNIS Req.	Req #	Org: SHRFFSEC	Obj: 31386	Proj:	\$ 82,750.00
	Year 2023	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000	
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res # 195
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year 2023

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input checked="" type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Nygaard, Christopher	Digitally signed by Nygaard, Christopher Date: 2023.10.02 10:47:03 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 10/2/23	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, October 3, 2023 11:45 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15215
Attachments: 15215.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 10/4/2023 9:24 AM	Approve: 10/4/2023 9:24 AM
	Rogan, Megan	Read: 10/3/2023 11:51 AM	Approve: 10/3/2023 11:54 AM
	Gault, David	Read: 10/3/2023 1:40 PM	Approve: 10/3/2023 1:41 PM
	Lowndes, Daniel	Read: 10/3/2023 12:05 PM	Approve: 10/4/2023 4:07 PM
	Stavn, Stephanie	Read: 10/3/2023 1:26 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15215

Department: Sheriff's Dept

Vendor: Madison United Healthcare Linen Ltd.

Contract Description: Laundry & Linen Services for the Dane County Jail, including the CCB, PSB and Juvenile Detention Center (Res 195)

Contract Term: 10/1/23 – 9/30/28

Contract Amount: \$2,015,400.00

Michelle Goldade

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

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2023 RES-195

AWARD OF CONTRACT FOR JAIL RESIDENT LAUNDRY AND LINEN SERVICE

The Sheriff's Office provides linens and uniforms to residents of the Dane County Jail which includes the City County Building (CCB), Public Safety Building (PSB), and the Juvenile Detention Center (JDC) in order to maintain adequate levels of sanitation and prevent the spread of disease. Clothing, linens, and bedding of residents is laundered on a regular schedule and when tendered at resident release and before being reissued. Laundry and linen service includes sufficient quantities of linen inventory for the Jail and the Juvenile Detention Center and provides timely pick-up, laundering, delivery, and proper infection control of facility linens and resident clothing and bedding.

The existing contract for laundry and linen service, with Madison United Healthcare Linen Ltd., expires September 30, 2023. Dane County engaged in a competitive procurement process, Request for Proposal # 2023-RFP-074-PR, for a vendor to provide laundry and linen service to jail residents. Madison United Linen, Ltd., of 1310 West Badger Road, Madison, Wisconsin, 53713, was the vendor selected in the competitive procurement process.

NOW, THEREFORE, BE IT RESOLVED that a 5-year contract is awarded to Madison United Healthcare Linen, Ltd., not to exceed the total amount of \$2,015,400 for jail resident laundry and linen service, to begin October 1, 2023, and continue for five-years to September 30, 2028. Annual contract cost estimates are as follows:

5-Year Contract Cost Estimate

	Year 1	Year 2	Year 3	Year 4	Year 5	
Location	10/1/23 - 9/30/24	10/1/24 - 9/30/25	10/1/25 - 9/30/26	10/1/26 - 9/30/27	10/1/27 - 9/30/28	TOTAL
CCB/PSB	\$ 331,000	\$ 357,500	\$ 386,100	\$ 417,000	\$ 450,400	\$ 1,942,000
JDC	\$ 14,680	\$ 14,680	\$ 14,680	\$ 14,680	\$ 14,680	\$ 73,400
						\$ 2,015,400

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BE IT FINALLY RESOLVED that the Dane County Executive and the Dane County Clerk are authorized to execute the contract.

DANE COUNTY CONTRACT # 15215

Revised 06/2021



Department: Sheriff's Office
Provider: Madison United
Healthcare Linen, Ltd.
Expiration Date: 9/30/2028
Maximum Cost: \$2,015,400

Registered Agent (if applicable): N/A
Registered Agent Address: N/A

THIS AGREEMENT, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and Madison United Healthcare Linen, Ltd. (hereafter, "PROVIDER"),

WITNESSETH:

WHEREAS COUNTY, whose address is 115 West Doty Street, Madison, Wisconsin 53703, desires to purchase services from PROVIDER for the purpose of laundry and linen service for the Dane County Jail, which includes the City County Building, Public Safety Building and the Juvenile Detention Center; and

WHEREAS PROVIDER, whose address is 1310 West Badger Rd, Madison, Wisconsin 53713 is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the Maximum Cost as stated above for all services. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

II. SERVICES:

- A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.
- B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.
- D. No portion of funds under this Agreement may be used to support or advance religious activities.
- E. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin and has met all state and federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement.
- F. PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accept sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.

III. ASSIGNMENT/TRANSFER:

PROVIDER shall not assign, subcontract or transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY, including the hiring of independent contract service providers unless otherwise provided herein. Claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

IV. TERMINATION:

- A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
 - 1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. failure of PROVIDER to comply with reporting requirements contained herein.

4. inability of PROVIDER to perform the work provided for herein.
 - C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
 - D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.
- V. PAYMENT:**
COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.
- VI. REPORTS:**
PROVIDER agrees to make such reports as are required in the attached schedules, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said schedules shall result in the penalties set forth herein.
- VII. DELIVERY OF NOTICE:**
Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.
- VIII. INSURANCE & INDEMNIFICATION:**
- A. PROVIDER shall 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 PROVIDER's furnishing the services or goods required to be provided under this Agreement, 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. Any failure on the part of the PROVIDER to comply with reporting or other provisions of its insurance policies shall not affect this PROVIDER's obligations under this paragraph. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
 - B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance

under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

1. Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations.

2. Professional Liability Insurance.

If PROVIDER renders professional services (such as medical, architectural or engineering services) under this Agreement, then PROVIDER shall provide and maintain two million dollars (\$2,000,000.00) of professional liability insurance. If such policy is a "claims made" policy, all renewals during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to PROVIDER's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by COUNTY

3. Commercial/Business Automobile Liability Insurance.

If applicable to the services covered by this Agreement, PROVIDER shall provide and maintain commercial general liability and automobile liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage for commercial general liability and automobile liability insurance shall, at a minimum, be at least as broad as Insurance Services Office ("ISO") Commercial General Liability Coverage (Occurrence Form CG 0001) and ISO Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

4. Environmental Impairment (Pollution) Liability

If PROVIDER will be transporting waste or will be disposing of waste or products under this Agreement, then PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

5. Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

6. Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

C. Required provisions.

1. Insurer's Requirement

All of the insurance shall be provided on policy forms and through companies satisfactory to COUNTY, and shall have a minimum AM Best's rating of A- VIII

2. Additional Insured.

COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of PROVIDER; products and completed operations of PROVIDER; premises occupied or used by PROVIDER; and vehicles owned, leased, hired or borrowed by PROVIDER. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Except for the workers compensation policy, each insurance policy shall contain a waiver of subrogation endorsement in favor of COUNTY.

3. Provider's Insurance Shall be Primary

For any claims related to this Agreement, PROVIDER's insurance shall be primary insurance with respect to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by COUNTY, its elected and appointed officers, officials, employees or authorized representatives or volunteers shall not contribute to the primary insurance. PROVIDER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability

4. Cancellation Notice

Each insurance policy required by this Agreement shall state, or be endorsed so as to the state, that coverage shall not be canceled by the insurance carrier or the PROVIDER, except after sixty (60) days (ten (10) days for non-payment of premium) prior written notice by U.S. mail has been given to COUNTY.

5. Evidences of Insurance.

Prior to execution of the Agreement, PROVIDER shall file with COUNTY a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

6. Sub-Contractors.

In the event that PROVIDER employs sub-contractors as part of this Agreement, it shall be the PROVIDER's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

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 this Agreement or a waiver of any default of PROVIDER 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.

X. NON-DISCRIMINATION:

During the term of this Agreement, PROVIDER agrees not to discriminate 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 against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

XII. COMPLIANCE WITH FAIR LABOR STANDARDS:

A. Reporting of Adverse Findings

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. 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.

B. Appeal Process

PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).

C. Notice Requirement

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 for union organizing."

XIII. CONTROLLING LAW AND VENUE:

It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

XIV. FINANCIAL INTEREST PROHIBITED:

Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.

XV. LIMITATION OF AGREEMENT:

This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

XVI. ENTIRE AGREEMENT:

The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

XVII. COUNTERPARTS:

The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

XVIII. CONSTRUCTION:

This Agreement shall not be construed against the drafter.

XIX. COPIES VALID:

This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto

stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.

XX. REGISTERED AGENT:

PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

XXI. DEBARMENT:

By signing this Contract, PROVIDER attests that it is not debarred from participating in federal procurements. COUNTY reserves the right to cancel this Contract if PROVIDER is presently, or is in the future, on the list of parties excluded from federal procurements.

XXII. EXECUTION:

- A. The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.
- B. This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Teresa Schaller – CEO/Director of Operations.

NAME
TITLE

9-20-23
Date

* * *

FOR COUNTY:

Joseph T. Parisi
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date

* [print name and title, below signature line of any person signing this document]

SCHEDULE A Scope of Services

Linens and laundry services to be provided to the Dane County Jail, which includes the City County Building, Public Safety Building, and the Juvenile Detention Center.

The linen service includes the provision of sufficient quantity of linen inventory, as well as, timely pick-up, laundering, delivery, and proper infection control of facility linens. The laundry service includes timely pickup, laundering, and delivery, and proper infection control of residents clothing and bedding.

The Dane County Sheriff's Office requires linen and laundry services for approximately 750-850 beds with a reserve of 165. Juvenile Detention Center requires linen and laundry services for approximately 12 beds. Provider will pick up, launder and return the following linen items: sheets, pillowcases, towels, washcloths, pink cleaning rags, blankets and resident uniforms.

The County utilizes the following uniform and linen exchange schedule within the jail:

Sheets	1x/week
Towels	2x/week
Washcloths	2x/week
Blankets	1x/month
Uniforms	2x/week
Pillow Cases	1x/week

Pick up days are currently Monday, Tuesday, Wednesday and Thursdays with a soil pick up only on Sunday Mornings. The amount returned is based on the amount that was sent out. **Deliveries should be completed by 6:30am.**

Tuesday deliveries ensure sufficient supply for the Public Safety Building laundry exchange on Wednesdays and the Thursday deliveries ensure sufficient supply for the City County Building laundry exchange on the weekends.

The County utilizes the current schedule for internal linen and laundry exchange:

<u>Soiled Item Pick Up Day</u>	<u>Cleaned Item Return Day</u>
Sunday	Wednesday
Monday	Thursday
Tuesday	Monday
Wednesday	Monday
Thursday	Tuesday

Delivered linens are returned separated by type and folded. Resident uniforms are folded, separated, and tied by type (orange jump suits, green resident worker uniforms and the blue general population uniforms), top, bottom and size.

Steel and aluminum carts are provided by the vendor for the deliveries, stock and collection of soiled linens to be sent back out.

Some infection control is provided by the County. County currently has protocol in place for handling and disposing of biohazard material which is destroyed on site. All other infected linen is laundered with the use of specialty bags in house prior to being sent out to the Provider or placed in special bags and sent out to the Provider.

The County currently leases the linens and owns the uniforms. Exchanging of linen and uniforms is done within the county facility utilizing inmate laundry workers.

All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.

Technical Specifications:

1. The PROVIDER will provide linen replacement services including towels, washcloths, sheets, pillowcases and thermal blankets.
2. PROVIDER shall furnish all equipment, carts, utilities, supplies and space herein specified and all management and labor necessary for laundry service
3. The PROVIDER will be required to furnish linens which meet the specifications and inventory requirements described hereinafter at the beginning of the contract and shall adjust the required inventory levels at all times throughout the term of this contract to meet the facility's needs.
4. Linen shall be the property of the PROVIDER. Linens furnished for contract start-up and/or for replacement shall be subject to inspection and approval by the Sheriff's Office. Upon termination of this contract, the PROVIDER shall retain ownership and control of the linen as provided in this contract.
5. Linen inventory will be managed by the PROVIDER to provide sufficient deliveries to meet the linen requirements. Par levels reflect total inventory in the current system.
6. Linen services will be completed to insure facility linens are laundered and returned to the facility in a time frame that allows the facility to maintain a sufficient supply of facility linen.
7. The laundry services include timely pickup, laundering, delivery, and proper infection control of inmates clothing.

8. Uniforms presented for laundering will be furnished by the County. Uniforms will be pre-sorted from the general linen by the County. The PROVIDER will sort laundered uniforms by size and piece.
9. Uniform need repairs occasionally, with torn pants cuffs and ripped neck openings, the most common. Sewing tears, patching and reinforcement are also needed at times.
10. Disinfecting formula used for processing will be documented and will be consistent with normal industry practice. Formulas will be effective against pathogens, including HIV and hepatitis viruses.
11. All prices will include the replacement cost of lost linen, worn linen, or damaged linen. There will be no additional cost for extra delivery charges, inventory restock charges, minimum use charges, or adjustments to inventory levels. **The cost is an all-inclusive fee and no additional charges for linen will be allowed under this contract.**
12. Vendor will accommodate for occasional needs to supply additional deliveries outside of the scheduled dates and times.
13. Provider will provide a telephone contact in the event delivery changes are necessary.
14. The services will be continuously monitored and will be maintained at a level of consistent high quality. All services pursuant to this agreement shall be coordinated through the Sheriff's Office representative and the Juvenile Detention Center. PROVIDER will be required to coordinate with user agency with regard to access to facility in connection to matters of security, coordination of work and material storage area designation.

Schedule:

1. PROVIDER will maintain and provide an adequate inventory of linen items to allow for full delivery of required linen items on a two-day per week schedule.
2. PROVIDER will pick up the sorted soiled items by noon and return the uniforms within two (2) working days.
3. Pickup and delivery will be made by the vendor at the Public Safety Building and the City County Building on Tuesdays and Thursdays, with an additional pick up on Sundays or mutually agreeable alternate dates.
4. Holidays – when a scheduled delivery day falls on a holiday (any day MUHL is not operating) provider will make the delivery on the last working day prior to the holiday

Invoicing: PROVIDER shall submit separate invoices to The Sheriff's Office and the Juvenile Detention Center

Service Locations Addresses:

- ❑ **Public Safety Building**
115 West Doty Street, Madison, WI 53703.

- ❑ **City County Building**
210 Martin Luther King Jr. Blvd, Madison, WI 53703

- ❑ **Juvenile Detention Center**
City County Building 210 Martin Luther King Jr. Blvd,
Madison, WI 53703

Point of Contact- Dane County Jail:

Lt. Christopher Moore
Public Safety Building
115 W. Doty Street
Madison, WI 53703
608 284-6096

Point of Contact- Juvenile Detention Center:

John Bauman
City County Building
210 Martin Luther King Jr. Blvd. Room 200
Madison, WI 53703
608 266-4983

Daily Required Dropoff Minimums

	Blankets	Towels	Washcloths	Sheets	Rags
Sunday	80	40	40	80	
3rd Sunday	255				
4th Sunday	255				
Monday	120	360	360	80	2 carts full
Tuesday	400	250	250	100	
Wednesday	100	50	50	700	2 carts full
Thursday	120	60	60	120	
Friday	120	560	560	120	2 carts full
Saturday	100	50	50	550	

Account Management

PROVIDER must designate a contact person to provide on-going communication, and problem solving with Sheriff Office staff. The PROVIDER shall provide a management staff person, made known to the County to: routinely review and inspect operations, consult with the County on current and future service programs, and to act with full authority on the provider’s behalf in any and all matters pertaining to the specifications of this contract. Customer service support shall be able to be reached during non-

business hours and responses to messages or email requests must be replied to within 24 hours.

It is preferred that an online portal for account management and communication be maintained for County staff to log changes and needs to daily limits that may arise so that modified requests may be filled within the next 24 hours or the next delivery.

Linen Specification Requirements

	Material	Construction	Color	Size	Weight
Linen - Flat Sheet	45% Polyester 55% Cotton	T-180 1/2 " hems at top and bottom, fast selvage on sides	White.	66" x 108"	1.18 lb.
Linen - Pillow Case	45% Polyester 55% Cotton	T-180 1" hem at open end with turned under seams not less than 1/4"	White	42" x 34"	.22lb
Linen - Bath Towel	14% Polyester 86% Cotton.	6.25 lb. per dozen, 16 singles. Spun	White	22" X 44"	.41 lb.
Linen - Wash Cloth	100 % Cotton. Terry cloth	Ring Spun 12 ounces per dozen. Hemmed edge. 16 singles.	White	12" x12"	.06 lbs.
Linen - Thermal Blanket	100% Cotton	Wide selvages and stabilizing stripes to retain its shape. Lint free Open weave.	White	66" x 96"	2.5 lb.

SCHEDULE B

Pricing Structure and Payment

Invoices/Payment:

PROVIDER shall issue an invoice upon completion of services and/or delivery of such deliverables. Invoices must reference the Dane County purchase order number issued for the services/deliverables described herein. Email delivery of invoices is encouraged and preferred – see the Bill To section of the purchase order. Payment shall be made within 30 days of COUNTY’s receipt of accepted invoice unless otherwise noted in Schedule B.

LINEN AND LAUNDRY SERVICES	YEAR 1 October 1, 2023- September 30, 2024	YEAR 2 October 1, 2024- September 30, 2025	YEAR 3 October 1, 2025- September 30, 2026	YEAR 4 October 1, 2026- September 30, 2027	YEAR 5 October 1, 2027- September 30, 2028
Laundering of General Linen with linen replacement service PRICE PER POUND	\$0.95	\$1.00	\$1.05	\$1.10	\$1.15
Laundering of Uniforms supplied by the County PRICE PER POUND	\$0.95	\$1.00	\$1.05	\$1.10	\$1.15
Cost to repair uniforms PRICE PER PIECE	\$3.50	\$3.68	\$3.86	\$4.05	\$4.25

ESTIMATED COSTS

Sheriff’s Office 5 year Estimate -	\$1,942,000
Juvenile Detention 5 year Estimate -	<u>\$73,400</u>
Total 5 year Estimate -	\$2,015,400

NON-ALLOWED CHARGES. The following, but not limited to this list of charges, and including other incidental or standard industry charges not identified herein, are not allowed under this contract.

- Start-up costs
- Setup charges (initial setup of program)
- Weekly or Trip Minimum charges
- Garments Storage
- Environmental charges
- Energy Charges
- Fuel charges
- Delivery minimum
- Repairs

Miscellaneous service charges used to help PROVIDER pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred to that may be incurred in the future by the PROVIDER.