

Western Technical College

Request for Proposal Notice

RFP 2026 – 004

Landscape Architectural Services RFP

ISSUED

1/27/2026

Table of Contents

Request for Proposal Notice	1
NOTICE TO PROPOSERS.....	5
SECTION 1: Submittal Overview.....	6
1.0 Statement of Purpose:	7
1.1 Background:	7
1.2 Proposal Requirements:.....	8
1.3 Definitions:	9
1.4 Liability for Costs:	9
1.5 Debarment:	9
1.6 Promotional Materials:	9
1.7 Availability of Funds:	9
SECTION 2: Submittal requirements and submission instructions	10
2.0 Proposal Submission Due Date:	10
2.1 Submittal Requirements:	10
2.2 Clarifications:.....	10
2.3 Applicable Dates:.....	11
2.4 Contents of Proposal:.....	11
2.5 Compliance with Laws and Regulations:	11
2.6 Non-Conforming Terms and Conditions:	11
2.7 Exceptions to Proposal Specifications and Terms:.....	11
2.8 Confidential/Proprietary Information:	12
2.9 Alternate Proposals:.....	12
2.10 “Or Equals” Considered:.....	12
2.11 Acceptance or Rejection of Proposals:.....	13
2.12 Non-Interest of Agency Employees and Officials:.....	13
2.13 Right to Amendments/Addendums:	13
2.14 RFP Tabulations/Abstracts:	13
2.15 Cooperative Purchasing Agreement:	13
2.16 Required Forms to Submit Proposal Information:	14

2.17	Qualified Supplier Certification Form:.....	14
2.18	Warranties:.....	14
2.19	Request for Financial Statements:	14
2.20	Withdrawal of Proposals:	14
2.21	Firm Proposals:.....	14
2.22	Level of Competing Proposals Received:	14
2.23	State Sales Tax and Federal Excise Tax Exemption:	15
2.24	References:.....	15
2.25	DemandStar Registration:	15
Section #3: Performance and Contractual Requirements:		16
3.0	Required Contract Terms and Conditions:	16
3.1	Term of Contract:	16
3.2	Payment Terms:	16
3.3	Insurance:.....	16
3.4	Applicable Law:	17
3.5	Nondiscrimination:.....	17
3.6	Assignment or Subcontract:	18
3.7	Independent Supplier Status:.....	18
3.8	Amendments to Contract Terms and Conditions:	18
3.9	Right to Negotiate Contract Terms:	18
3.10	Contract Termination:	18
3.11	Termination of Contract for Cause:.....	19
3.12	Multi-Year Contracts:	19
3.13	Waiver:	19
3.14	Auditor Access:.....	19
3.15	Indemnification And Defense of Suits:.....	20
3.16	Force Majeure:	20
3.17	Contract:.....	20
3.18	Invoices/Payments:	20
3.19	Invoices for Purchasing Card:	21

3.20 Protection of College’s Confidential Information:	21
SECTION 4: Evaluation Of Proposals-Proposal Criteria	22
ATTACHMENT A: Scope of Work.....	24
ATTACHMENT B: Cost Proposal Form	27
ATTACHMENT C: Cooperative Purchasing Form.....	29
ATTACHMENT D: Qualified Supplier Certification & Qualifying Conditions	30
ATTACHMENT E: Signature Page.....	31
ATTACHMENT F: References	32
ATTACHMENT G: Standard Terms and Conditions	34



400 7th Seventh Street North
La Crosse, Wisconsin 54601

Request for Proposal: LANDSCAPE ARCHITECTURAL SERVICES 2026-004
Advertising Dates Beginning: January 27, 2026
Proposal Due Date: February 19, 2026 (2:00 p.m. CST)

NOTICE TO PROPOSERS

RFP: Landscape Architectural Services
Proposal Notice Number 2026-004

Notice is hereby given that sealed proposals will be received by Western Technical College District until 2:00 p.m. CST February 19, 2026.

Proposal documents may be obtained through download from Western Technical College's [purchasing website](#) or DemandStar.

Proposals must be submitted electronically through DemandStar.

Western Technical College reserves the right to reject any bid for due cause or to waive minor irregularities in any bid.

All bids must be guaranteed for 60 days after the date of opening.

January 27, 2026

The Board of the Western Technical College District
Roger Stanford, President

SECTION 1: Submittal Overview

Proposal Submission Requirements

Proposal Due Date: February 19, 2026, by 2:00 PM (CST)

Electronic Submissions required

Request for proposals can be found under the RFP's and Bids tab on Western Technical College – Purchasing webpage. [Purchasing | Western Technical College](#)

Electronic Submission (DemandStar)

Electronic proposals may be submitted through the DemandStar website at:

www.demandstar.com

Proposals must be date and time stamped in the DemandStar posting for Western Technical College.

Proposals that are submitted to the incorrect posting, are incomplete or are late shall be rejected.

Proposals will not be accepted in any form other than electronically through DemandStar posting.

Proposals that are physically delivered, emailed, or faxed will not be accepted.

One (1) electronic proposal submission via DemandStar

1.0 Statement of Purpose:

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Landscape Architectural Services for Western Technical College per the terms and specifications contained herein.

The results of this solicitation will be used to award contract(s) for Western Technical College for a base period of five (5) years with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years.

1.1 Background:

Description of College

Western Technical College is one of sixteen (16) technical college districts in the state of Wisconsin. Western Technical College serves parts of or all of eleven (11) counties and offers associate degrees, technical diplomas, and certificates in over one hundred programs to approximately 9,000 (head count) students. Western Technical College employs approximately 441 full-time and 518 part-time faculty and staff members. For the fiscal year ending June 30, 2025, Western Technical College's budgeted total expenditures were approximately \$85 million.

Campus Information

Western Technical College main campus is in La Crosse, Wisconsin. We also have six regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

Educational Information

Western Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Western Technical College offers a variety of educational and training opportunities with more than one hundred programs of study in ten career cluster areas such as Advanced Manufacture, Agriculture, Business, Design and Construction, Education and Human Services, Health Sciences, Liberal Arts, Public Safety, STEM, and Transportation. Other programs and services include apprenticeship instruction, adult basic education, customized business and industry training, counseling, testing and career services

Mission Statement

Western Technical College provides relevant, high-quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

Strategic Plan/Strategic Directions/Strategic Goals:

In fall 2018, Western launched a new strategic plan, *Experience 2025*, aimed at improving overall success for "every student, every day." The plan included four strategic directions and corresponding strategic goals. The strategic plan has since been updated and is now known as *Experience 2026*, reflecting refreshed strategic directions that build on and extend the original goals.

First Choice Service

- Increase the transition of learners with a high school credential to a Western credit program within the first year from 14.4% to 19%.
- Increase average credit load per term for part-time students from 6 to 8 by 2027.

- Increase student engagement with student support services from a score of 48.6 to 52 by 2027.

Workforce and Community Engagement

- Infused work-based learning and community-based learning in 100% of associate degree and technical diploma programs (initial milestone achieved).
- Implement a comprehensive workforce sector development strategy by 2027.
- Implement a comprehensive partnership framework by 2027

Diversity, Equity, and Inclusion

- Eliminate course completion, retention, and graduation equity gaps between Black, Hispanic/Latino, and Native American students and white students by 2027.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 20% in 2025 (initial milestone achieved).

Employee Engagement

- Increase engaged co-workers from 35% in 2017 to 60% by 2027. (milestone achieved)
- Increased digital readiness and improve operational efficiency in priority workflows (as measured in AI survey).

1.2 Proposal Requirements:

The proposal shall provide information necessary for Western to evaluate the qualifications, experience, and expertise of the supplier proposing to provide the requested equipment/services.

The Proposer is to make a written proposal which presents an understanding of the requested services. The proposal should demonstrate and provide evidence that the Proposer has the capabilities, professional expertise, and experience to provide the necessary services as described in section 2 of this RFP. All information provided should be verifiable by documentation requested by Western. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award.

To enhance the evaluation process and provide each firm with an equal opportunity for consideration, adherence to a standardized technical proposal format is required. Responses should be as thorough and detailed as possible so that the Western may evaluate the firm's capabilities to provide the required services.

The format of each proposal must contain the following elements and required documents:

Experience and Qualifications:

Describe your experience and qualifications by answering the Qualifying Conditions questions as listed on Attachment D. Answers to these questions can be included using your own format and supplying additional documentation as requested.

Required Forms:

Proposer must use the attachments provided herein:

- Attachment B: Cost Proposal Form
- Attachment C: Cooperative Purchasing Form
- Attachment D: Qualified Supplier Certification Form & Qualifying Conditions
- Attachment E: Request For Proposal Signature Page
- Attachment F: Reference Form

1.3 Definitions:

The following definitions are used throughout this Request for Proposal:

Contractor means successful Proposer(s) awarded under this RFP process.

P-Card means Procurement Card (Campus credit card).

Proposer means a firm submitting a Proposal in response to this Request for Proposal.

RFP means Request for Proposal.

Western means Western Technical College.

Confidential Information shall mean information or data that may be exempt from disclosure to the public or other unauthorized persons under state or federal law. Confidential Information includes, but is not limited to, a combination of names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, and agency security data.

Proprietary Information shall mean information owned by the Contractor to which the Contractor claims an interest to be protected under law. Proprietary Information is information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law.

1.4 Liability for Costs:

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

1.5 Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. As a part of this proposal document there is debarment language and a signature block for you to self-certify your debarment status on the Proposer Response Sheet. Failure to supply this information may disqualify your proposal. Information on debarment is available at the following websites: www.epls.gov and www.arnet.gov/far/.

1.6 Promotional Materials:

Contractor agrees to not use promotional or marketing material which states expressly or by fair implication that the College endorses either the Contractor or any sponsor of such material.

1.7 Availability of Funds:

The purchase of services or products under this contract is contingent on budget availability for Western or participating agencies.

SECTION 2: Submittal requirements and submission instructions

2.0 Proposal Submission Due Date:

Proposers must submit their proposal response electronically through DemndStar. Email, hand delivered, and fax versions will not be accepted. Responses are by the specified date in the notice to proposers. Any proposals received after the due date and time will be rejected. Proposers that do not use the provided forms(s) will be rejected.

2.1 Submittal Requirements:

The following items are required. Any missing or incomplete forms will result in the proposal being rejected.

1. Responses to Qualifying Conditions Questions (found on attachment D)
2. Attachment B: Cost Proposal Form
3. Attachment C: Cooperative Purchasing Form
4. Attachment D: Qualified Supplier Certification Form & Qualifying Conditions
5. Attachment E: Request For Proposal Signature Page
6. Attachment F: Reference Form

2.2 Clarifications:

Any and all questions regarding this RFP must be submitted in writing only to the Western Technical College Business Office via e-mail to: Mitchel Spry, to purchasing@westerntc.edu email address.

Verbal inquiries will NOT be accepted.

The “issuing agency” for this RFP is Western Technical College, with its address as follows:

Western Technical College
400 7th Street N
La Crosse, WI 54601

No information provided verbally, or by any Western personnel other than the individual(s) listed above, will be considered binding for this agreement unless formalized in writing. All respondents should use this written document and its attachments as the sole basis for preparing and submitting proposals.

Additionally, the Proposer is prohibited from initiating communication related to this RFP, to any Western official, any member of the evaluation committee or any employee considering the proposals, prior to the time an award decision has been made by Western.

2.3 Applicable Dates:

January 27, 2026	Notification of RFP
February 3, 2026, at 2:00 PM	Deadline to submit questions
February 9, 2026	Responses due to proposers
February 19, 2026, at 2:00 PM	RFP submissions due
March 2 – 6, 2026	Proposer interviews (may or may not required)
March 10, 2026,	Contract award decision made. (anticipated)

2.4 Contents of Proposal:

All attachments, additional pages, addenda, or explanations supplied by the contractor with this proposal will be considered as part of the proposal response.

Proposers are encouraged to present innovative approaches to pricing, deliveries, training, or other programs that offer additional value-added components to the Proposers' response. If an oral presentation/interview is determined to be held for selected finalists, it shall be at the Proposer's expense. However, an award may be made without discussion or any presentation/interview with the Proposer. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired and may not be considered by the evaluation team at their discretion.

2.5 Compliance with Laws and Regulations:

The contractor assumes full responsibility and liability for compliance with any local, state, and federal laws and regulations applicable to the contractor and its employees, including, but not limited to compliance with Department of Commerce requirements and the Occupational Safety and Health Act (OSHA) of 1970.

2.6 Non-Conforming Terms and Conditions:

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are subject to rejection as nonresponsive. Western reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its response or to negotiate changes to the contractual requirements prior to making a determination of responsiveness and award.

2.7 Exceptions to Proposal Specifications and Terms:

Any exceptions to the proposal specifications and terms must be clearly documented on an attached sheet to this proposal form and indicated as "Exceptions to Specification and Terms." Western reserves the right to determine if any noted exceptions or qualifying statements indicated in a proposal are in the best interest of Western and reserves the option to reject individual proposals based on Exceptions to Specifications and Terms.

Submittal of a complete contract replacement or substitution for the terms and conditions of this RFP Contract will not be acceptable and may be grounds for rejection or disqualification of the proposal submitted.

2.8 Confidential/Proprietary Information:

Any restrictions on the use of data contained within a request must be clearly stated in the RFP itself. Proprietary information submitted in response to a request will be overseen in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the contractor's responsibility to defend the determination in the event of an appeal or litigation.

Any material submitted by the contractor in response to this request that the contractor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats.; or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form. This form may be obtained by contacting purchasing@westerntc.edu RFP documents cannot be held confidential.

Marking of the entire response as proprietary will neither be accepted nor honored. The College cannot guarantee that all such material noted remains confidential, particularly if it becomes a significant consideration in contract award. Information will only be kept confidential to the extent allowed by Wisconsin Public Disclosure Law.

2.9 Alternate Proposals:

An alternate proposal is viewed as a proposal describing an approach to accomplishing the requirements which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same Proposer, which differs in some degree from that Proposer's prime proposal. An Alternate proposal should be clearly marked as "ALTERNATE PROPOSAL." Western may consider or reject any or all alternate proposals submitted.

2.10 "Or Equals" Considered:

Specifications contained in this RFP are intended to define the level of quality and performance required and not to restrict competition. Proposers offering alternate proposals to the products or specifications listed shall submit, with their proposal, detailed comparisons to the RFP products and specifications documenting equivalence to the products or services identified and describing the effect the alternate product or service would have on the performance or quality of the products or services being proposed. Proposers may offer more than one alternative with required supporting documentation. Where certain brands or part numbers are specified, it is to match standardized products currently being used or to establish a standard for features and construction. Equivalent products and services are acceptable and allowed and Proposers may offer varying brands of "equivalent" items and services for the Western's consideration. Western and the participating agencies will be the sole judge of equivalency. In the event that equivalent or alternate products or services are not allowed, information will be provided, (i.e. must be compatible with existing equipment, software, have interchangeable parts, not need specialized tools, required by grant or funding authority), with the RFP showing why alternate or equivalent products or services will not be considered.

2.11 Acceptance or Rejection of Proposals:

This RFP does not commit Western to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies as a result of this RFP process. Western reserves the right to accept or reject any portion of a proposal, the complete proposal, or all proposals received as a result of this request, to waive any minor irregularities in the process or procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is considered to be in the best interest of Western to do so.

2.12 Non-Interest of Agency Employees and Officials:

No official or employee on the evaluation committee have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the proposal or contract.

2.13 Right to Amendments/Addendums:

Western reserves the right to amend the terms and specifications of this RFP as necessary during the process.

Amendment/Addendum of Proposals:

1. By Western: Requests for Proposals may be amended by Western in response to a need for further clarification, specifications, or requirements changes, new opening date, or any other changes needed. In the event of any formal published changes to the terms and/or specifications of this RFP, notice will be posted to all the Proposers using the same methods as originally used for posting.
2. By Submitter: Proposals may be amended after receipt but before opening by Western by submitting a later dated proposal that specifically states it is amending an earlier submitted proposal. No proposal may be amended after the RFP due date unless requested by Western.

2.14 RFP Tabulations/Abstracts:

RFP Tabulations are available to the public after date of contract award, and normally within 60-90 days from the date of RFP opening (RFP Due Date). In some situations, RFP tabulations may be completed early and be available for public review on the date of contract award(s).

2.15 Cooperative Purchasing Agreement:

The Contract award will be subject to suppliers completing and providing with their proposals a signed "Cooperative Purchasing Agreement" form (enclosed) to indicate the Proposers willingness to extend contract pricing and terms to other eligible public agencies and entities in the State of Wisconsin wishing to "piggyback" this contract.

A submitter's decision whether or not to offer a volume discount plan should other Colleges, municipalities, etc. wish to piggyback onto this contract will not be used by Western

Technical College to evaluate the submitted proposals. However, such a plan has the potential of creating more business for the selected firm from these other sources that may otherwise have to undertake their own competitive selection process in the future.

2.16 Required Forms to Submit Proposal Information:

No proposal will be accepted on any other form(s) than those herewith specified and/or provided with this RFP.

2.17 Qualified Supplier Certification Form:

Included with the proposal documents is a "Qualified Supplier Certification Form" that must be completed properly and submitted with the required proposal documents in order for the Proposer to have a complete proposal for consideration. Only proposals from qualified suppliers shall be considered. This form must be signed and be included with the proposal response by the specified proposal due date and time.

2.18 Warranties:

All product and services provided by the supplier will be warranted to levels of quality and professionalism as is considered "customary and usual in the industry" for the products and services being purchased under this contract. At a minimum, any products sold must have the Manufacturers Standard Warranty available. Failure of a Contractor to warrant their product or work to customary and usual standards for quality and service may be grounds, at the discretion of that public agency, to terminate its purchase of products and services from the Contractor. Contractor must identify their warranty terms for Manufacturers proposal and should provide corresponding warranty documents with their RFP.

2.19 Request for Financial Statements:

Western and Participating agencies may request financial statements containing three (3) years of Profit and Loss statements, Balance Sheets, and other financial documents for purposes of evaluating the financial ability of firms to provide the scope of service and support required by this RFP.

2.20 Withdrawal of Proposals:

Proposals may be withdrawn by the Proposers any time prior to the due date of the proposal. These proposals will not be opened or considered. Proposers may request that their proposal be withdrawn after the due date and time, however, these will be opened and will become part of the public record at the point where the RFP process is completed. Negligence on the part of the proposer in preparing the proposal confers no right to modification of the proposal after the due date for submission.

2.21 Firm Proposals:

All terms and conditions of the proposals submitted are to be firm for a minimum of sixty (60) days from the award of the contract. Any price increase request (or other proposed change in any of the contract terms) must be requested in writing and must have written justification showing why the price change or other term change is being requested. Western reserves the right to review any existing index or other third-party measure to verify information provided by the Contractor under these conditions. Western will accept or reject the proposed change in contract and reserve the right to negotiate terms with the Contractor based on the best interests of the Western. Any exceptions shall be fully noted.

2.22 Level of Competing Proposals Received:

Western reserves the right to reject all proposals received and resubmit the RFP if it feels an adequate level of competition was not obtained, if specifications/terms did not allow for a sufficient level of

competing proposals to be received, if desired specifications, features, or standards were not acceptable or if proposals of sufficient quality or completeness were not received.

2.23 State Sales Tax and Federal Excise Tax Exemption:

Notice is hereby given that Western is exempt from state sales taxes and federal excise taxes. Such taxes should not be included in prices or quotes proposed to Western and will not be paid by Western for products or services received.

2.24 References:

Western will assign evaluation points based on comments and reviews of the supplier's product and/or services as provided by references. As a part of the Proposers response, they should provide a minimum of three references of Customers of comparable size or type to Western campuses to be served by this contract.

2.25 DemandStar Registration:

Suppliers wishing to participate in this and additional opportunities with Western and other public agencies within Wisconsin can register for free at <http://www.demandstar.com/app/wapp/registration>. This will provide access to review Requests for Bids and Requests for Proposals, download documents, and submit e-bids and proposals if accepted in that manner.

Section #3: Performance and Contractual Requirements:

3.0 Required Contract Terms and Conditions:

The terms listed in this section (Contractual Requirements) shall be the minimum required in any contract with a participating public agency for services awarded under this RFP. A Western Technical College contract will be the only signed document between the successful proposer and Western specifying the terms and conditions of performance. Western will not accept or sign a supplier's own contract, and proposers must be willing to sign and accept a Western contract as the sole document specifying the contractual duties and responsibilities addressed by this RFP.

3.1 Term of Contract:

The resulting term of the contract from this RFP will be for a base period of five (5) years, with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years.

3.2 Payment Terms:

Western will pay the contractor Net 30 days within receipt of invoice for equipment received and as accepted by the College and payment shall not exceed quoted amounts.

3.3 Insurance:

Insurance requirements or submission of a Certificate of Insurance is required for this contract. A Certificate of Insurance must be submitted by the Contractor to Western and to any Customer utilizing this contract as a condition to perform any work on the Customer's site location. The Certificate of Insurance must also list Western initially and any Customer as "additional insured" upon their request. Minimal required insurance levels are as follows:

At all times during the term of this Agreement, Contractor shall, at its sole expense, maintain insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth.

A) Commercial General Liability (CGL) Insurance.

Contractor shall obtain at its own cost and expense, general liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence which shall include premises liability coverage, personal and advertising injury coverage, products liability coverage and completed operations.

B) Automobile Liability Insurance.

Contractor shall maintain an automobile liability policy in an amount not less than One Million Dollars (\$1,000,000.00) which shall provide coverage for any vehicle, owned, not owned and hired or rented vehicles.

C) Worker's Compensation and Employers Liability Insurance.

Contractor shall maintain a workers compensation and employers liability policy providing statutory coverage for workers compensation and coverage for employer's liability with minimum limits of \$100,000 bodily injury by accident (each accident), \$100,000 bodily injury by disease (each employee) and \$500,000 bodily injury by disease (policy limit).

D) Professional Liability Insurance (Errors and Omissions).

*only for legal, medical, architectural, contractor services.

Contractor shall maintain a professional liability policy providing coverage from errors, omissions or negligent acts with minimum limits not less than of One Million Dollars (\$1,000,000.00) per occurrence.

Each of Contractor's insurance policies shall:

- a) Serve as the primary coverage to the risks associated with or arising out of the services provided under this Agreement, and any insurance policy held by the Contractor shall be excess and noncontributory.
- b) Be written by an insurance company properly licensed in Wisconsin and regulated by the Office of the Commissioner of Insurance
- c) Contractor shall provide Western with certificates of insurance and written endorsements evidencing all the above at least thirty (30) days prior to commencement of services.
- d) Contractor shall provide Western with certificates of insurance naming the college as additional insurance evidencing all the above (except Worker's Compensation) above at least thirty (30) days prior to commencement of services.

- The contractor shall bear full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize Western for any losses incurred related to this contract.
- The contractor will provide thirty (30) calendar days written notice to Western, before cancellation, reduction, or other modifications of contractor's insurance coverage.
- Cancellation, non-renewal or expiration of insurance or reduction of coverage prior to expiration of the contract will constitute an automatic termination unless the contractor obtains other or additional insurance to cover the risks as herein required.
- Western shall promptly notify the contractor in writing of any claims against either Western or the contractor, and in the event of a suit being filed, shall promptly forward to the contractor all papers in connection therewith. Western shall not incur any expense or make any settlement of any such claims or suit without contractor's consent.

3.4 Applicable Law:

This contract will be governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). Western is provided all rights and remedies of contract as afforded under the UCC for the State of Wisconsin, and include all rights and protections afforded by public institutions under the laws of Wisconsin and any federal laws or statutes that apply.

3.5 Nondiscrimination:

In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry.

For purposes of any contract issued by the Western, the supplier is to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as

supplemented in Department of Labor Regulations (41 CFR Part 60).

3.6 Assignment or Subcontract:

Neither party shall assign a right or interest, delegate or subcontract any obligation required under this contract without the written consent of the other party.

Any Contract resulting from this proposal shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any Subcontractor without prior written approval by Western.

Upon request Contractor must provide Subcontractor's complete contact information including EIN# (TIN#, SS#) and signed W-9 form.

Western shall have the right to audit Subcontractor invoices at any time during the course of this Contract.

The Contractor shall be solely responsible for any subcontractor's performance and work quality when used by the Contractor to conduct the scope of this contract. Western reserves the right to assess Contractor Liquidated Damages in excess of the contract amount for Subcontractor's failure to perform or inability to complete required project milestones.

Subcontractors must abide by all terms and conditions under this Contract.

If Subcontractors are to be used, the Contractor must clearly describe and explain their participation in support of this contract.

3.7 Independent Supplier Status:

The Contractor agrees that it is an independent supplier with respect to the products and services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

3.8 Amendments to Contract Terms and Conditions:

Western reserve the right to change, modify, or cancel the terms of a contract by providing the Contractor a minimum of thirty (30) days advance written notice. All changes to the terms and conditions of a contract with a customer will be binding only through formal written addendum. In instances of contract breach by a Contractor, or in instances where the actions or products of a Contractor pose a health risk or safety issue, contract termination can occur immediately with no advance notice provided to the Contractor. (See Contract Termination below).

3.9 Right to Negotiate Contract Terms:

Western reserves the right to negotiate terms including scope of work, pricing, and terms and conditions with Proposers prior to final award of the RFP process and entering into a final contract agreement.

3.10 Contract Termination:

Western may terminate this Contract at any time, without cause, by providing 30 days written notice to the Contractor. If the Contract is so terminated, the Western/Customer is liable only for payments for products provided or services performed, to the extent that any actual direct costs have been incurred by the Contractor pursuant to fulfilling the contract. The Western/Customer will be obligated to pay such

expenses up to the date of the termination.

3.11 Termination of Contract for Cause:

Western may terminate this contract for cause, as determined by the College which shall consider such items as, but not limited to, insufficient insurance coverage, failure to meet specifications and standards for cleaning, failure to enforce required standards of sanitation, or unsatisfactory quality of service to the College. This may include any cessation or diminished service including but not limited to failure to maintain adequate personnel, whether arising from labor disputes, or otherwise, any substantial change in ownership or proprietorship of the Contractor which in the opinion of the College is not in its' best interest, or failure to otherwise not comply with the terms of this contract. The College shall provide the Contractor with a minimum of ten (10) calendar days written notice of any instance of contract neglect, and unless within ten (10) calendar days such neglect has ceased and arrangements made to correct, the College may terminate the contract immediately.

If the Contract is terminated for cause, the College shall be entitled to full reimbursement from the contractor for any cost incurred by the College by reason of the contractor's failure to perform or to satisfactorily perform its responsibilities and duties, which costs may include, but are not limited to, the cost of using the College's employees or any other person to perform the obligations of the contract. The College may obtain any such reimbursement by deduction from payments otherwise due to the contractor or by any other proper and lawful means. It is the College's intent to give the contractor a reasonable opportunity, wherever practicable, to correct any such failure to perform or satisfactorily perform its responsibilities and duties.

If at any time the Contractor performance threatens the health and/or safety of Western, its staff, students or others who may be on campus, Western has the right to cancel and terminate the Contract without notice. Failure to maintain the required Certificates of Insurance, Permits and Licenses shall be cause for Contract termination. If the Contractor fails to maintain and keep in force the insurance as provided in Standard Terms and Conditions, Section 22.0, Western has the right to cancel and terminate the Contract without notice.

3.12 Multi-Year Contracts:

Continuation of the contract resulting from the RFP process beyond June 30th of any year is contingent upon the appropriation of funds.

3.13 Waiver:

One or more waiver by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

3.14 Auditor Access:

In the event that the Customer deems it necessary to conduct an audit or inspection, the Contractor shall, during normal business hours, furnish or make available at a time designated by the Customer and in a reasonable form required by the Customer, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other

records, reports or information in supplier's custody or control, relating to this contract and to the Customer.

Any information provided to the auditors, which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public.

3.15 Indemnification And Defense of Suits:

The Contractor agrees to indemnify, hold harmless, and defend the Western, its members and any Customer, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Contractor, its employees, agents or Subcontractors.

3.16 Force Majeure:

If the performance of any part of this Contract by either party is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the party who has been so affected shall immediately give notice to the other party of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. Upon receipt and acceptance of such notice, all obligations under this Contract shall immediately be suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Contract.

3.17 Contract:

Any agreement or contract above and beyond this RFP Contract shall be on forms supplied by Western Technical College.

3.18 Invoices/Payments:

Western will pay the Contractor Net 30 days within receipt of invoice for each phase in accordance with milestones and achievements and as accepted by the College. Proposers should state in their RFP response if they will include any discounts for earlier payment, for example, 1% 10 days/Net 30.

Contractor may submit a progress payment plan but, in any case, payment will only be made for work performed and final payment will not be made until satisfactory completion of the project.

Contractor must agree that all invoices and purchasing card charges shall reflect the prices and discounts established for the items on this contract for all orders placed even though the contract number and/or correct prices may not be referenced on each order.

Before payment is made Accounts Payable must verify that all invoiced charges are correct as per this Contract. Only properly submitted invoices will be officially processed for payment. Prompt payment requires that your invoices be clear and complete in conformity with the instructions below. All invoices must be itemized showing:

- Contractor name
- Remit to address
- Purchase order number
- Release number if given

- Date of order/release
- Item manufacturer's name or abbreviation (if applicable)
- Complete item description identical to those stated in proposal
- Prices per contract

3.19 Invoices for Purchasing Card:

Invoices shall contain the same details as listed in Section 3.18 and mailed to the billing address given at the time the order is placed.

Final payment may not be made until the item is operating according to specifications and has been accepted by the College.

3.20 Protection of College's Confidential Information:

Contractor acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Contract or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under state or federal laws ("Confidential Information"). Contractor agrees to hold College's Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Contract, to release it only to authorized employees or Subcontractors requiring such information for the purposes of carrying out this Contract, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without the College's express written consent or as provided by law. Contractor agrees to implement reasonable physical, electronic, and managerial safeguards to prevent unauthorized access to College's Confidential Information.

SECTION 4: Evaluation Of Proposals-Proposal Criteria

This is a Request for Proposal and factors other than price alone will be reviewed and evaluated. Evaluations of proposals will be performed by a committee and will be based on a weighted point system as follows:

A. Ability to meet the scope of the RFP in providing services required	20
B. Qualifications	30
C. Relevant Experience	25
D. Cost	25
<hr/>	
TOTAL	100 POINTS

Cost Scoring:

The lowest priced proposal will receive 100% of the allotted cost points. All other proposals will be scored using the formula as follows:

$$\text{Cost Score} = \left(\frac{\text{Lowest Proposed Cost}}{\text{Proposer's Cost}} \right) \times \text{Maximum Cost Points}$$

Equation definitions of each part:

1. **Lowest Proposed Cost (constant)**
The lowest price submitted among all proposals.
This value is fixed and the same for every proposer.
2. **Proposer's Cost (variable)**
The total cost of the specific proposal being evaluated.
This changes for each proposer.
3. **Maximum Evaluation Points Given to Cost**
The highest number of points available for the cost criterion.
4. **Cost Score**
The number of points awarded to a proposer for cost.

How it works

- The proposer with the **lowest cost** receives the **maximum cost points**.
- Higher-cost proposals receive **proportionally fewer points**.
- The score decreases as the proposer's cost increases relative to the lowest cost.

RFP/Contract Award Timeline:

See section [2.3 Application Dates](#)

Selection/Award Process:

The Western evaluation team will review proposals received and score them based on the scoring criteria identified in the RFP. A contract will be awarded to the highest scoring proposer providing contract negotiations are successful.

Oral Presentations and Site Visits:

Western, at its sole discretion, may require oral presentations and/or site visits to supplement the proposals. Failure of a proposer to conduct a presentation on the date scheduled may result in rejection of the proposal. Oral presentations cannot be used as an opportunity to alter the proposals.

Best and Final Offers:

At the sole discretion of Western, those Proposer(s) most likely to be awarded a contract may be requested to submit a Best and Final Offer (BAFO) to further clarify the deliverables, contract language, or costs presented in the Proposers RFP. If a Best and Final Offer is requested, the BAFO will be evaluated against the stated criteria. There is no obligation on the part of Western to request a BAFO from any or all the Proposers responding the RFP, so Proposers are encouraged to submit their best RFP effort with their original submission.

Notification of Award:

All Proposal Submitters who respond to this RFP will be notified in writing of Western's award of contract(s) as a result of this RFP.

Public Inspection of Proposals:

To maintain the integrity of the competitive proposal process, proposals received from suppliers will NOT be made available to other competing suppliers or to individuals or firms outside of Western proposal evaluation team until an award decision and notification have been made.

Dispute Process:

Any dispute of Western's award must be received no later than five (5) working days after the award notice is issued by the Business Office. A written dispute must be filed with:

Wade Hackbarth - Vice President for Finance and Operations
Western Technical College
400 7th Street N
La Crosse, WI 54601

with a copy to:

Mitchel Spry - Purchasing and Accounts Payable Manager
Western Technical College
400 7th Street N
La Crosse, WI 54601

The protest must be in writing. Protesters must make their protests as specific as possible and must identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

ATTACHMENT A: Scope of Work

Western Technical College (Western) is seeking proposals from qualified Landscape Architect's for services detailed herein. The objective of this request for proposal is to identify the contractor that best meets the needs of Western regarding level of service, cost, and quality of work completed.

Qualifications, Experience and Insurance Requirements:

1. Vendor shall provide a minimum of three references for Landscape Architectural work successfully performed within the last five years. The references provided will be from clients with project requirements similar to those of Western Technical College, focusing on sustainable and ecological solutions. Provide name, position, project and phone number.
2. Vendor shall provide evidence of current licensing including Wisconsin Registered Landscape Architect.
3. Vendor shall provide the names and qualifications of the project principal, project manager and key personnel who may be assigned to do site design work at the college.
4. Vendor shall provide a separate list of five projects including the preparation Bid Packages for site work. Work listed is to have been substantially completed by the proposed Landscape Architectural service provider.
5. Cancellation, non-renewal or expiration of insurance or substantial reduction of coverage prior to expiration of the contract will constitute an automatic termination unless the contractor obtains other or additional insurance to cover the risks as herein required.
6. Western shall promptly notify the contractor in writing of any claims against either Western or the vendor, and in the event of a suit being filed, shall promptly forward to the vendor all papers in connection therewith. Western shall not incur any expense or make any settlement of any such claims or suit without contractor's consent.
7. A certificate of liability insurance from the insurance provider is required.
8. The vendor shall provide designation of any proposed subconsultant(s) that may be required to supplement the Landscape Architect's work.

OVERVIEW OF ANTICIPATED CONTRACTOR/VENDOR RESPONSIBILITIES

- A) Planning / Pre Design / Civil Engineering / Site Design
 - Assist the college in determining goals and objectives for site work.
 - Review existing environmental and sustainable design considerations.
 - Assist the college in preparing a request for proposals for site survey, when deemed necessary, ensuring surveys support ADA- compliant and code- compliant design.
 - Assist the college in preparing request for proposals for geotechnical services, when deemed necessary.
 - Assist the college in preparing the project schedule outlining key dates, project milestones, and construction scheduling.
- B) Environmental and Sustainable Design
 - Identify opportunities for the integration of green infrastructure and sustainable design that are fully compliant with ADA accessibility standards and local/state regulations.
 - Design using ecological and environmental principles.

- Assist the college faculty, staff, and administration to identify opportunities for the creation of “living laboratories.”
- Assist in implementing the College’s sustainable strategies aligned with environmental design and performance-based design.

C) Concept Development

- Review building plans, circulation, parking, and environmental considerations.
- Prepare conceptual designs, animations, or illustrations.
- Prepare a preliminary concept level opinion of construction costs.
- Identify opportunities for green infrastructure and storm water best management practices.
- Review project schedule and make necessary adjustments.
- Make design presentation of final plans to the designated client representatives.

D) Design Phase

- Utilizing CAD software prepare Schematic Design, Design Development and Construction Documentation Drawings and Specifications suitable for bidding, fully compliant with ADA standards and all applicable local and state codes.
- Coordinate with the college’s Architect and other professional staff.
- Prepare an estimate of construction costs.
- Review the original project schedule and make necessary adjustments.
- Make design presentation of final plans to the designated client representatives.

E) Bidding

- Coordinate Landscape Architectural Services with architectural, engineering, and other applicable consultants. Work with project team assembled by Western.
- Answer contractor questions and issue necessary addendum.
- Administer and attend a Pre Bid Meeting
- Administer and attend the Bid Opening

F) Construction Administration

- Prepare Construction Contract between Owner and Contractor.
- Review of product submittals and construction shop drawings.
- Answer design interpretation questions from Western Technical College and the selected Contractor.
- Attend Construction Progress Meetings
- Prepare, execute and manage project permitting, change orders and punch lists, when deemed necessary

Compensation

This contract is expected to vary significantly from year to year. Costs for this contract are subject to annual review by Western Technical College’s Physical Plant. Western Technical College may request project specific fee proposals in one of the following three ways:

1. Percent Total of Construction Costs

This methodology utilizes a percent of total construction costs approach for a specific project and is most common. Professional design fees are based on a percentage of total construction costs and can vary depending on the size, scope, complexity, and permitting requirements of the specific project. For instance, a project with an elevated level of complexity, low construction costs, and extensive permitting requirements may have fees at a higher percentage of construction costs than a project of less complexity, higher construction costs, and minimal permitting requirements.

2. Negotiated Time Task

In this scenario, professional design fees are based on an extensive analysis of the time each design team member will contribute to the specific project to arrive at the desired outcome, and this information is calculated to determine the professional fee for the specific project.

3. Time and Materials

In this scenario, Western may request to complete the professional services at the hourly rates identified in the fee proposal and reimburse the costs incurred by the consultant that are associated with the services.

Supplemental College/Owner Rights

1. Western reserves the right to directly purchase supplies and or materials needed by the contractor in the performance of work undertaken. Direct purchase is a viable option under certain contract pricing structures.
2. Western reserves the right to augment the contractor's work with college personnel or other contracted workers, as necessary. Some items listed in the previous scope of work are frequently performed by Western Technical College as their work schedule allows and may be applied at any time.
3. Western reserves the right to inspect finished work and work-in-progress for quality, proper detailing, and adherence to Western's safety, environmental, durability and aesthetic standards.
4. Western reserves the right to ask the contractor for immediate replacement of personnel for whatever reason deemed by Western to be in the best interest of the College. Reasonable justifications for personnel replacement may include, but not be limited to, violation of Western's tobacco policy, harassment of Western employees, inappropriate dress, inappropriate behaviors, inappropriate language, failure to work in a safe manner or sabotage.
5. Western expects a prompt response to all work requests under the terms of any particular contract.
6. Western expects all projects to be properly staffed to accomplish prompt completion and reduced inconvenience and displacement. All work must be scheduled and coordinated through the Physical Plant. Appropriate photo identification shall be provided upon request of campus staff to ensure campus safety.
7. Members may be added to the design team who is awarded the contract upon approval of qualifications and project experience of that person by Western. Notification of new personnel is required prior to commencement of their work.



400 7th Seventh Street North
La Crosse, Wisconsin 54601

COST PROPOSAL FORM

Provide your hourly rate for the listed positions. Please use the blank spaces below to list the names and pay rates of positions that are not included.

Position	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Clerical					
Designer					
Surveyor					
Engineer					
Drafter					
Principal					
Field Engineer					
Sr. Designer					
Project Manager					
Sr. Project Manager					
Surveyor (Crew Chief)					
Landscape Architect					

1. Describe how travel time will be calculated and charged:
2. What is the overtime rate and how is it calculated?
3. Please note any additional expenses and how they will be charged:

Signature	Date (mm/dd/yyyy)		
Name (Type or Print)	Title		
	Email:		
Company	Tel: ()		
	Fax: ()		
Address (Street)	City	State	ZIP+4
Commodity/Service:	Request for Proposal/Proposal Number:		

COOPERATIVE PURCHASING FORM

Wisconsin statutes establish authority to allow Wisconsin Municipalities to participate in cooperative purchasing when the Contractor agrees to extend the Contractor's terms to the Municipalities identified. Participating in Cooperative Contracting gives Contractors additional opportunities for increased sales volume without additional proposing. Municipalities use Cooperative Contracting to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical, and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.). Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance and inspection of products or services from the contractor, and making payment directly to the contractor. Western, in serving as the lead agency initiating this cooperative purchasing program on behalf of other Wisconsin Technical Colleges, is not party to any disputes arising from purchases made by any Municipality or not-Western Customer, and is not liable for payment for purchases made by any other Customers using this contract.

I Agree to make the products or services of this proposal available to Wisconsin municipalities with all of its Terms and Conditions including pricing offered in the RFP response:

Wisconsin Technical Colleges (Western Members)

University of Wisconsin System

Wisconsin K-12 Schools

Wisconsin Municipalities (Non Educational)

Note any conditions or exceptions for acceptance to the cooperative purchasing groups identified above.

I Do Not Agree to make the products or services of this proposal/proposal available to other Customers outside Western Technical College

Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
		Email:	
Company		Tel: ()	
		Fax: ()	
Address (Street)	City	State	ZIP + 4
Commodity/Service		Request for Proposal/Proposal Number	



400 7th Seventh Street North
La Crosse, Wisconsin 54601

QUALIFIED SUPPLIER CERTIFICATION

In submitting this proposal, I certify that I am a "Qualified Supplier" for providing the items and/or services outlined in this Request for Proposal. I agree to the following by initialing the Qualifications identified:

Our company has been in business for at least 3 years.

Our company is an authorized sales and servicing dealer for any and all equipment or items provided under the RFP.

Our company maintains a permanent place of business and is licensed to do business in the United States.

Our company is not presently debarred or disqualified by any Federal Agency, the Wisconsin Department of Administration or by any other State Agency for noncompliance with any equal opportunity, tax related or affirmative action requirements.

Our company is authorized to sell the products being proposed in the RFP, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.

In connection with the performance of any work covered by this RFP, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability, sexual orientation or national origin.

Qualifying Conditions:

Please respond to the qualifying conditions on separate page(s) using your own format and including supporting documentation as necessary:

- 1) Provide a brief and concise summary that describes and highlights your firm's experience, qualifications, and particular expertise for the scope of work described.
- 2) Identify your firm's name and the address of your principal office, any branch offices, and a brief history of the firm. Specify the type of organization (partnership, corporation, or other) and the year established. If your firm has more than one office, specify which office will be responsible for these projects.
- 3) Vendor shall provide the names and qualifications of all personnel who may be assigned work at the College.
- 4) Vendor shall provide examples of successfully completed projects finished within five years. Details shall be provided relating to size of the projects, complexity of the work and special circumstances if applicable.



400 7th Seventh Street North
La Crosse, Wisconsin 54601

REQUEST FOR PROPOSAL - SIGNATURE PAGE

By submitting a proposal in response to this Request for Proposal process, the Proposer agrees that they have read, fully understand and agree to all terms, conditions and specifications and acknowledge that the Western RFP document on file shall be the controlling document for any resulting contract. We certify that we have not either directly or indirectly, entered into any contract or participated in and collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other persons or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor, that this statement is true and accurate under penalty of perjury. I certify that the information I have provided in this proposal is true and I understand that any false, misleading or missing information may disqualify the proposal.

By submitting a proposal, the proposer certifies that no relationship exists between the proposer and Western that interferes with fair competition or is a Conflict of Interest, and no relationship exists between the Proposer and any other person or firm that constitutes a Conflict of Interest. Further, the Proposer certifies that no employee of Western whose duties relate to this Request for Proposal assisted the Proposer in preparing this proposal in an way other than in his or her official capacity and scope of employment.

The Proposer certifies by submission of the proposal that neither it nor its principals is presently debarred, suspended, declared ineligible or voluntarily excluded from participation in this Proposal Process by any Federal or State Department or Agency.

Company Name (Print)	Your Name (Print)
Your Title/Position (Print)	Your Signature (Sign)
Date	Email Address
Telephone	Fax
Website	



400 7th Seventh Street North
La Crosse, Wisconsin 54601

VENDOR REFERENCES

VENDOR NAME: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) installations with requirements similar to those included in this solicitation document.

1. Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____ Phone No. _____

E-mail _____

Product(s) and/or Service(s) Used _____

2. Company Name _____

Address (include Zip + 4) _____

Contact Person and Title _____ Phone No. _____

E-mail _____

Product(s) and/or Service(s) Used _____

3. Company Name_____

Address (include Zip + 4)_____

Contact Person and Title_____ Phone No._____

E-mail_____

Product(s) and/or Service(s) Used_____

ATTACHMENT G: Standard Terms and Conditions

1. **SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are proposal/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Western shall be the sole judge of equivalency. Proposers/proposers are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal/proposal.
2. **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the proposer's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the proposal/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposers/proposers shall be held liable.
3. **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the State of Wisconsin.
4. **QUANTITIES:** The quantities shown on this request are based on estimated needs. Western reserves the right to increase or decrease quantities to meet actual needs.
5. **DELIVERY:** Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.
6. **PRICING AND DISCOUNT:** Western qualifies for governmental and education discounts. Unit prices shall reflect these discounts.
 - 6.1. Unit prices shown on the proposal/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the proposal/proposal evaluation and contract administration.
 - 6.2. Prices established in continuing agreements and term contracts may be lowered due to general market conditions, but prices shall not be subject to increase for ninety (90) calendar days from the date of award. Any increase proposed shall be submitted to the contracting agency thirty (30) calendar days before the proposed effective date of the price increase and shall be limited to fully documented cost increases to the contractor which are demonstrated to be industrywide. The conditions under which price increases may be granted shall be expressed in proposal/proposal documents and contracts or agreements.
 - 6.3. In determination of award, discounts for early payment will only be considered when all other conditions are equal and when payment terms allow at least fifteen (15) days, providing the discount terms are deemed favorable. All payment terms must allow the option of net thirty (30).
7. **UNFAIR SALES ACT:** Prices quoted to Western are not governed by the Unfair Sales Act.
8. **ACCEPTANCE-REJECTION:** Western reserves the right to accept or reject any or all proposals/proposals, to waive any technicality in any proposal/proposal submitted, and to accept any part of a proposal/proposal as

deemed to be in the best interests of the College. The contents of the proposal/proposal of the successful contractor will become contractual obligations if procurement action ensues.

8.1. Proposals MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the proposal/proposal is due. Proposals/proposals date and time stamped in another office will be rejected. Receipt of a proposal/proposal by the mail system does not constitute receipt of a proposal/proposal by the purchasing office.

9. **METHOD OF AWARD FOR PROPOSAL:** Award shall be made to the lowest responsible, responsive proposer unless otherwise specified in the request.

10. **METHOD OF AWARD FOR RFP:** Award shall be made to the Proposer who, in the sole judgment of the College, best meets the RFP needs and is awarded the highest amount of points based on the identified scoring criteria. All Proposers shall be notified in writing by college of the awarded result.

11. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By signing this proposal/proposal, the proposer/proposer certifies, and in the case of a joint proposal/proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- 11.1. The prices in this proposal/proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer/proposer or with any competitor.
- 11.2. Unless otherwise required by law, the prices which have been quoted in this proposal/proposal have not been knowingly disclosed by the proposer/proposer and will not knowingly be disclosed by the proposer/proposer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other proposer/proposer or to any competitor; and
- 11.3. No attempt has been made or will be made by the proposer/proposer to induce any other person or firm to submit or not to submit a proposal/proposal for the purpose of restricting competition.
- 11.4. Each person signing this proposal/proposal certifies that: He/she is the person in the proposer's/proposer's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above; (or) He/she is not the person in the proposer's/proposer's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate in any action contrary to 2.1 through 2.3 above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above.

12. **DISCLOSURE OF INDEPENDENCE AND RELATIONSHIP:** Prior to award of any contract, a potential contractor shall certify in writing to the procuring agency that no relationship exists between the potential contractor and the procuring or contracting agency that interferes with fair competition or is a conflict of interest, and no relationship exists between the contractor and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision, in writing, if those activities of the potential contractor will not be averse to the interests of the state.

- 12.1. Contractors shall agree as part of the contract for services that during performance of the contract, the contractor will neither provide contractual services nor enter into any agreement to provide services to a person or organization that is regulated or funded by the contracting agency or has interests that are adverse to the contracting agency. The Department of Administration may waive this provision, in writing, if those activities of the contractor will not be adverse to the interests of the state.
13. **INDEPENDENT CAPACITY OF CONTRACTOR:** The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the state. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the state.
14. **EMPLOYMENT:** The contractor will not engage the services of any person or persons now employed by Western, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the contracting agency.
15. **ORDERING:** Purchase orders or releases via purchasing cards shall be placed directly to the contractor by an authorized agent.
16. **PAYMENT TERMS AND INVOICING:** Western normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing. A good faith dispute creates an exception to prompt payment.
17. **TAXES:** Western is exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below.
- 17.1. Western 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. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Western may be subject to other states' taxes on their purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.
18. **GUARANTEED DELIVERY:** Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.
19. **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.
20. **APPLICABLE LAW AND COMPLIANCE:** This contract will be governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). Western Purchasing Consortium and other public agencies participating on the contract are provided all rights and remedies of contract as afforded under the UCC for the

State of Wisconsin, and include all rights and protections afforded public institutions under the laws of Wisconsin and any federal laws or statutes that apply.

21. **ASSIGNMENT:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Western.
22. **NONDISCRIMINATION/AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wisconsin Statutes, sexual orientation as defined in x.111.32(13m) Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities.
 - 22.1. To the extent required by law, 41 CFR 60-1.4(a) and (b) are incorporated by reference in these Standard Terms and Conditions. Additionally, the Contractor certifies compliance with 41 CFR 60-1.8 and does not and will not maintain any facilities provided for employees in a segregated manner.
23. **PATENT INFRINGEMENT:** The contractor selling to Western the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against Western (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.
24. **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to Western must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.
25. **WARRANTY:** Unless otherwise specifically stated by the proposer/proposer, equipment purchased as a result of this request shall be warranted against defects by the proposer/proposer for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the contractor.
26. **INSURANCE RESPONSIBILITY:** The contractor performing services for Western shall:
 - 26.1. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
 - 26.2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

26.3. Western reserves the right to require higher or lower limits where warranted.

27. **CANCELLATION:** Western reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

28. **PUBLIC RECORDS ACCESS:** It is the intention of Western to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

Proposal/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

29. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a request must be clearly stated in the proposal/proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

29.1. Data contained in a proposal/proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the State of Wisconsin.

29.2. Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided ins. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form (Proposers/proposers may request the form if it is not part of the Request for Proposal/Request Proposal package). Proposal/proposal prices cannot be held confidential.

30. **RECYCLED MATERIALS:** Western desires to purchase products incorporating recycled materials whenever technically and economically feasible. Proposers are encouraged to proposal products with recycled content which meet specifications.

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

32. **PROMOTIONAL ADVERTISING/NEWS RELEASES:** Reference to or use of Western any of its departments, agencies or other subunits, or any state official or employee for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of Western. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the contracting agency.

33. **HOLD HARMLESS:** The contractor will indemnify and save harmless Western and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.

34. **FOREIGN CORPORATION:** A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this Agreement is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.
35. **FORCE MAJEURE:** Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.
36. **RECORDKEEPING AND RECORD RETENTION:** The contractor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state, and local ordinances. The contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this proposal/proposal held by the contractor. The contractor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.
37. **AMERICAN WITH DISABILITIES ACT COMPLIANCE:** In connection with the performance of work under this contract, Contractor agrees that no qualified individual with a disability, as defined by the Americans with Disabilities Act, shall, by reason of such disability, be excluded from participation and the benefits of services, programs, or activities, including employment, or be subjected to discrimination. Contractor is specifically notified that it is subject to all employment requirements listed under Title I of the Americans with Disabilities Act by virtue of its contract with Western Technical College, a public entity. Contractor is specifically notified that it is subject to federal requirements to assure participation and access to public facilities, programs, and activities under Title II of the Americans with Disabilities Act by virtue of its contract with Western Technical College, a public entity. These requirements mandate separate or special programs or reasonable modification of existing programs, services, and activities without surcharge to disabled individuals as long as safety is not compromised. Contractor shall provide a similar notice to all its subcontractors."