



Contract

Commodity or Service: Courier Service 801 W Badger Rd Madison, WI

Request for Bid/Proposal No: ETJ0009
Simplified Bid

Contract Period: November 1, 2011 through October 31, 2012

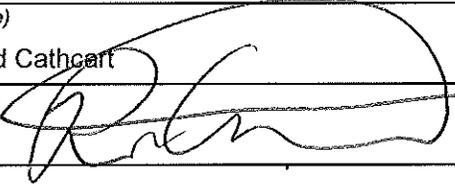
1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid submitted on this request for bid; which request for bid is hereby made a part of this contract;
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employees or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.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. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than twenty-five (25) employees are exempted from this requirement.

Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 266-5462.
5. The order of precedence is: the official purchase order; this contract; State's Request for Bid (RFB) ETJ0009 dated September 1, 2009; Standard Terms and Conditions; Scram! Couriers's reply dated September 10, 2009.
6. Contract extended one year for the period November 1, 2010 through October 31, 2011 under the same terms and conditions listed in point 5. Exhibit 1, ETF holiday and furlough days through October 31, 2011.
7. Contract is extended for final year of the contract for the period November 1, 2011 through October 31, 2012 and includes Exhibit 1, ETF Outside runs Badger Road, dated November 1, 2011.

This document can be made available in accessible formats to qualified individuals with disabilities.

**Contract Number: ETJ0009 Courier Services 801 W
Badger Rd Madison, WI November 1, 2011 through
October 31, 2012**

State of Wisconsin Department of Employee Trust Funds	
By Authorized Board (Name)	Employee Trust Funds Board
By (Name)	Robert J. Conlin
Signature	
Title	Deputy Secretary, Department of Employee Trust Funds
Phone	(608) 261-7940
Date (MM/DD/CCYY)	11/10/2011

To be Completed by Contractor	
Legal Company Name	Scram! Couriers, LLC
Trade Name	(same)
Taxpayer Identification Number	38-3704429
Company Address (City, State, Zip)	PO Box 5026 Madison WI 53705-0026
By (Name)	Richard Cathcart
Signature	
Title	owner
Phone	608/441-7360 info@scramcouriers.com
Date (MM/DD/CCYY)	11/03/2011

ETF OUTSIDE RUNS – BADGER ROAD

Effective November 1, 2011 Final

Time	First Stop	Tasks	Run Stops	Tasks	Last Stop
<p>10:00 a.m. Daily (Courier must be on time.)</p>	<p>DOA Bldg. 101 E Wilson St. 5th Floor Rm 517A</p>	<p>Drop off materials at ETF picked up at DOA building. Pick up materials at ETF to drop off at pickup at stops listed under Run Stops.</p>	<p>1. DOA Finance (1a) DOA Central Payroll (1b) Office of State Treasurer (1c)</p> <p>DOA Bldg. 101 E Wilson St. 5th Floor Rm 517A</p> <p>ETF 801 W Badger Rd Loading Dock (ring bell)</p>	<p>Pickup any deliveries for ETF as noted below and drop off materials at each destination on return trip.</p> <p>1. a) DOA Finance – Pick up materials on the 5th floor in room 517A. In the room you will find a mail station with slots for each state agency. -Drop off the “Finance” deliveries in the bin marked “State Controller Drop Off”.</p> <p>b) DOA Central Payroll – -Pick up off materials on the 5th floor in room 517A - Pull materials for ETF. -Drop off deliveries in the bin marked “State Controller Drop Off”.</p> <p>c) Office of State Treasurer – -Pick up inter-d envelopes on 5th floor in letter tray. - Pick up any deliveries for ETF in letter slot marked ETF515. - Drop off inter-d envelopes in bin marked “State Controller Drop Off”.</p> <p>Take materials from all pickups to ETF.</p>	<p>DOA Bldg. 101 E Wilson St. 5th Floor Rm 517A</p> <p>End of Run – return to DOA by 11:00 a.m.</p>
<p>Arrives at ETF between 10:20 a.m.-10:30 a.m.</p> <p>Return to DOA.</p> <p>Run time – 60 minutes 8 miles round trip</p>					

Time	First Stop	Tasks	Run Stops	Tasks	Last Stop
<p>1:00 p.m. Daily (Courier must be on time.)</p>	<p>DOA Bldg. 101 E Wilson St. 5th Floor Rm 517A</p>	<p>Drop off materials at ETF picked up at DOA building. Pick up materials at ETF to drop off at pickup at stops listed under Run Stops.</p>	<p>1. DOA Finance (1a) DOA Central Payroll (1b) Office of State Treasurer (1c) DOA Bldg. 101 E Wilson St 5th Floor Room 517A ETF 801 W Badger Rd Loading Dock (ring bell)</p>	<p>Pickup any deliveries for ETF as noted below and drop off materials at each destination on return trip.</p> <p>1. a) DOA Finance - Pick up materials on the 5th floor in room 517A. In the room you will find a mail station with slots for each state agency. - Drop off the "Finance" deliveries in the bin marked "State Controller Drop Off".</p> <p>b) DOA Central Payroll – - Pick up off materials on the 5th floor in room 517A. - Pull materials for ETF. - Drop off deliveries in the bin marked "State Controller Drop Off".</p> <p>c) Office of State Treasurer – - Pick up inter-d envelopes on 5th floor in letter tray. - Pick up any deliveries for ETF in letter slot marked ETF515. - Drop off inter-d envelopes in bin marked "State Controller Drop Off".</p> <p>Take materials from all pickups to ETF.</p>	<p>DOA Bldg. 101 E Wilson St. 5th Floor Rm 517A</p>
<p>Arrives at ETF between 1:20 a.m.-1:30 p.m. Return to DOA</p>					<p>End of Run – return to DOA by 2:00 p.m</p>

Time	First Stop	Tasks	Run Stops	Tasks	Last Stop
Upon request only stops.	ETF 801 W Badger Rd Loading dock door	Pick up materials to be delivered to drops listed under Run Stops when requested.	<ol style="list-style-type: none"> DOA Print-Computer Center 202 S Thornton Ave (accessible from front loading dock area) DOA InfoTech 	<ol style="list-style-type: none"> DOA Print-Computer Center – drop off materials marked for delivery. Walk to the door located at the front dock area. On the table inside the entrance, you will find reports marked for ETF. If you need assistance, you can use the telephone next to the table and call someone in the printing area or you can ask for assistance from the DOA Inter-d Mailroom staff. Place any deliveries on the table. DOA InfoTech. Drop off only. Take materials to receptionist desk on 4th Floor. 	Bring any deliveries picked up to ETF, 801 W Badger Rd, loading dock door.