

DODGE COUNTY



REQUEST FOR QUOTE (RFQ)

**Deer Carcass Removal in Dodge County
Highway Department, Dodge County WI**

RFQ #3008-2025

Issued Date: December 2, 2025

RFQ Due Date/Time:
December 16, 2025 at 11:00 am

Submit RFQ's To:

Dodge County Purchasing Agent
Administration Building (4th Floor)
127 E Oak St.
Juneau, WI 53039
tsteinbach@co.dodge.wi.us

920-386-4224

Office Hours: 8:00 am – 4:30 pm (Monday – Friday)

1. General

It is the intent of Dodge County to contract with a contractor to handle and remove deer carcasses on or adjacent to roads from March 1, 2026 to December 31, 2028.

2. RFQ Packets and Addendums

RFQ packet, updates and addendums are available on the [Dodge County website](#), and may also be obtained on [DemandStar](#)

It is the Contractor's responsibility to view the RFQ document and check the website for any updates and addendums prior to submitting a proposal for this request.

Failure by the bidder to acknowledge all addendums issued for this project will result in the quote being considered non-responsive, and the quote will be automatically rejected.

3. RFQ Tentative Project Timeline

	Date	Time
RFQ Issued	December 2, 2025	
Site Visit	N/A	
RFQ Questions Due	December 9, 2025	10:00 am
RFQ Final Addendum Issued	December 10, 2025	10:00 am
RFQ Responses Due from Vendors	December 16, 2025	11:00 am
Contract Term	March 1, 2026 – December 31, 2028	

4. Site Visit Date/Time: NONE

Site Visits are based on the date and time listed in the RFQ Tentative Project Timeline above	
Vendors meet at:	N/A
Site Visit conducted by:	N/A
Site Visit contact phone number for questions	N/A

5. RFQ Questions Due: December 9, 2025 / 10:00 am

Questions: All questions related to this RFQ must be in writing and received by the Dodge County Purchasing Department at least five (5) business days prior to the proposal due date.

- Questions shall be directed to the Purchasing Agent via email to: tsteinbach@co.dodge.wi.us
- Questions MUST be clearly marked in the subject line: **"Questions for RFQ # 3008-2025"**

6. RFQ Final Addendum Issued Date: December 10, 2025 / 10:00 am

Answers: If any questions are received, answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the [Dodge County website](#)
- AND on [DemandStar](#) website

7. RFQ Due Date - December 16, 2025 at 11:00 am

Responses are due to Dodge County Purchasing Department no later than 11:00 am on December 16, 2025. Prospective vendors can submit quotes by email, hand delivery, or by mail via DHL, FedEx, UPS, SSPS, etc. as outlined below.

Emailed Project Information:

- Email to: tsteinbach@co.dodge.wi.us
- Must be clearly marked in the subject line with “RFQ # 3008-2025 - Deer Carcass Removal in Dodge County”
- Attach a file in your email including all required documents as referenced in Section 8 of this project document.

Hand Delivered or mailed proposals must include the following items:

- Must be in a Sealed envelope
- Must be clearly marked with “RFQ # 3008-2025 - Deer Carcass Removal in Dodge County” on the outside of a sealed envelope or box in the lower left-hand corner.
- Include all required documents as referenced in Section 8 of this project document.
- The following information must be clearly marked on the front of the envelope/shipping package:

Name & Address of Bidder
 Due Date of Quote
 Quote Number & Title

The following sample mailing label is provided here for your convenience:

Sample Mailing Label	<p>From:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">To: Dodge County Purchasing Agent Administration Building - 4th Floor 127 E Oak St. Juneau, WI 53039</p> <p><u>SEALED RFQ</u> RFQ # 3008-2025– Deer Carcass Removal in Dodge County Due Date: December 16, 2025 at 11:00 am</p>
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8. RFQ Format & Submission Requirements

Any deviation from these requirements may result in the quote being considered non-responsive, thus eliminating the Contractor from consideration. The Quote Submission must include the following completed attachments:

- **Attachment A – Specifications/Drawings**
- **Attachment B – Addenda Acknowledgement**
 Failure to provide will result in the automatic rejection of the quote.
- **Attachment C – Cost Sheet**
 Failure to provide will result in the automatic rejection of the quote.

ATTACHMENT A
Specifications/Drawings:

1. The Contractor will remove vehicle-killed deer or other killed deer adjacent to roads designated by and upon the request of the County, specifically the County Sheriff and/or the County Highway Department.
2. The Contract term will be from March 1, 2026 to December 31, 2028.
3. The roads designated by the County includes all roadways in all municipalities within the county, with the exception of all state and federal roadways within the county. (See Attached Map)
4. Only deer carcasses requested for removal by the County Sheriff on local municipality roadways (city, village and town roads) shall be picked up. No Local Municipal Officials are designated requestors under this contract.
5. Definition of Vehicle-Killed Deer: For purposes of this contract, vehicle-killed deer is defined as any deer carcass or remnants thereof, in any condition, located adjacent to the roadway, regardless of how the deer was killed (or died) or regardless of how the carcass arrived at its location on, adjacent to, or near the roadway.
6. Pickup of deer carcasses shall be completed no later than two business days after receiving a report from the County Sheriff and/or County Highway Department not counting the day of the report. For example, if a carcass is reported to the Contractor on Monday, the Contractor has all day Tuesday and Wednesday to pick up the carcass. See Chart below.

Day Carcass Reported to Contractor	Day Carcass shall be picked up (by end of day)
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Tuesday
Sunday	Tuesday

Contractor is not required to pick up deer carcasses on the weekend or on Holidays, but they may do so if they so choose. Holidays are defined as the following:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The exception to the two-business day rule is July 4th. The Contractor is not required to pick up a deer carcass on July 4th, but if the two-business day period were to fall on July 4th, then the Contractor only has one business day to pick up the carcass. This is due to the fact that July 4th is in the middle of summer.

Examples of Holiday Exceptions:

- Report Tuesday before Thanksgiving weekend – Pickup by the end of Monday the following week.
 - Report Friday before Memorial Day (Monday) – Pickup by the end of Wednesday.
 - Report Monday before New Year holidays on Wednesday and Thursday – Pickup by the end of Friday.
 - Report Monday before Wednesday July 4th holiday – Pickup by the end of Tuesday. (You could also pick up the carcass on July 4th if you so choose.)
7. The Contractor shall be responsible for all labor, materials, licenses, signs and other equipment in performing or accomplishing the work hereunder.
 8. Deer removed pursuant to this contract shall be tagged by the Contractor or his/her employees, with a non-salvage tag provided by the County prior to pick up and transportation, if required by law. The tag shall be attached so that it will remain affixed to the carcass after the carcass is skinned and processed.
 9. Any hide that is not a spotted hide and antlers that are not in the velvet, after removed from the rest of the carcass, may be sold, bartered, offered for sale or barter, or given away.
 10. If any deer or parts thereof are desired to be possessed, the requirements of Ch. NR 19.13 Wis Adm. Code shall be followed. Specifically, no other parts of a vehicle-killed deer may be retained or possessed for personal use unless first tagged with a vehicle-killed deer tag issued by a law enforcement officer or warden.
 11. The contractor may not use a sign on their vehicle that includes “Dodge County” or “County” or in some other way may identify the vehicle as County owned or the workers as County employees.
 12. The contractor will only be contacted by the County Sheriff and/or the County Highway Department by fax or email with new deer carcasses to be removed. Contractor is required to have working voice mail and/or answering machines. Contractor is required to respond to voice mail messages left by the County within 24 hours, if a response is requested. A contractor may have their contract terminated if they do not follow these requirements.
 13. The County requires the Contractor to keep a log of deer carcasses reported to them, including when the report was received and when the carcass was picked up. By the tenth day of each month, the Contractor shall submit all vehicle-killed deer removed in the previous month on the attached Deer Removal Report.
 14. If complaints are received from the public about odor and/or insect problems (such as flies) due to the Contractor’s operation, the Contractor is required to work with the County to reduce or eliminate the source of the complaint. If control measures put in place are not effective or are not maintained by the Contractor, the County may terminate the contract.
 15. The Contractor is authorized to use or dispose of the deer carcasses by the following methods only. (Deer carcasses may not be used for human consumption. Antlers in the velvet shall be destroyed and cannot be sold. Hides, tarsal glands and antlers that are not in velvet may be sold.) If you wish to dispose of deer carcasses using some alternate method to those described below, contact the County for written approval.

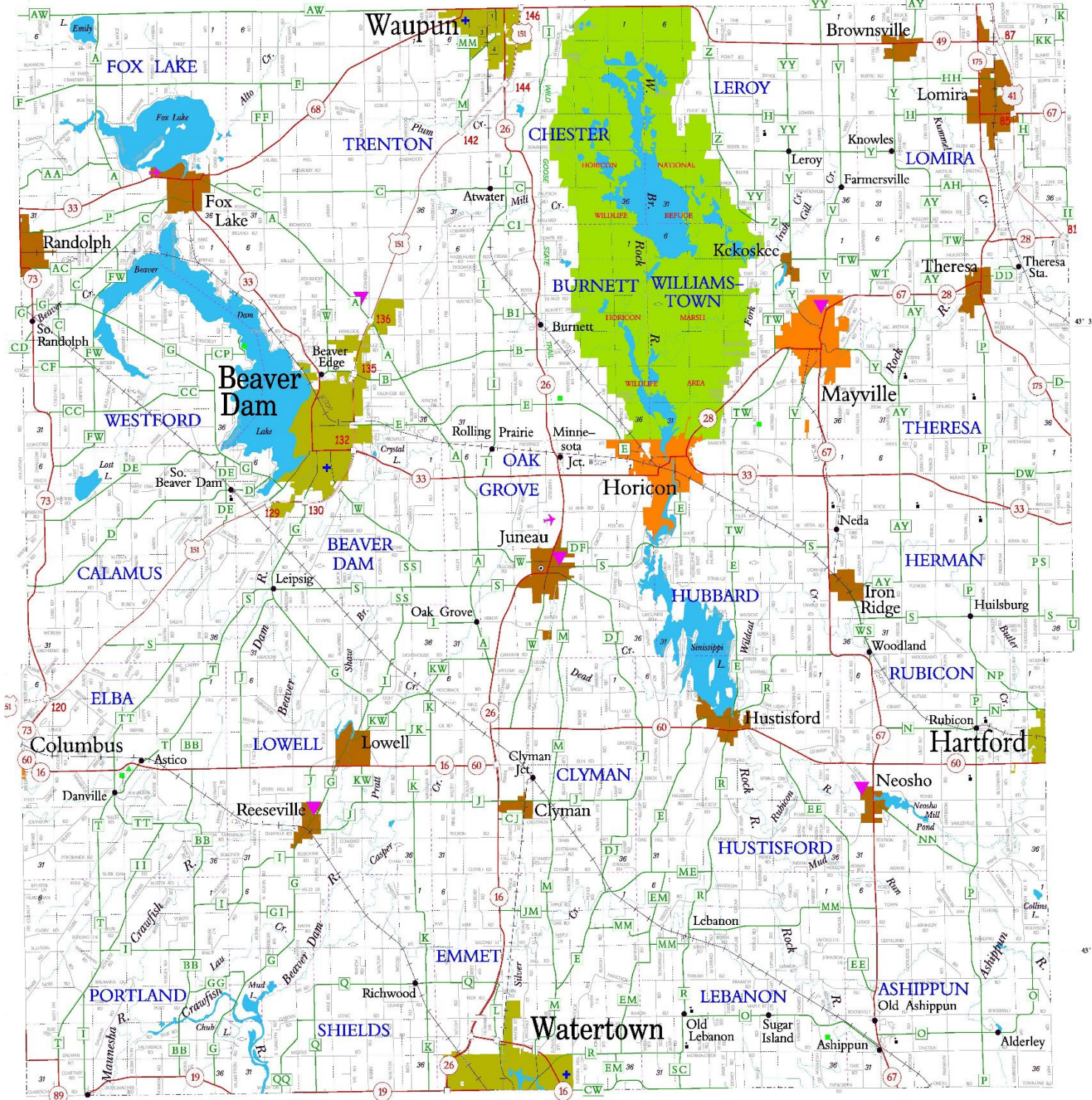
Dodge County is CWD-affected as identified in NR 10.41 (3)(c)

- DNR Licensed Landfill

- Incineration, at a temperature acceptable to the County
- Chemical Digestion – sodium hydroxide
- Roadside Abandonment

Composting or Land Spreading of Deer Carcasses in the CWD zone is prohibited.

Dodge County Map



ATTACHMENT B
Addendum Acknowledgement

Complete this page and include it with your response to this request.

The undersigned acknowledges receipt of the following addendum(s) by checking the box(es) below:

- | | | | |
|----------------------------|--------------|----------------------------|-------------|
| 1 <input type="checkbox"/> | Dated _____ | 4 <input type="checkbox"/> | Dated _____ |
| 2 <input type="checkbox"/> | Dated _____ | 5 <input type="checkbox"/> | Dated _____ |
| 3 <input type="checkbox"/> | Dated: _____ | 6 <input type="checkbox"/> | Dated _____ |

Additional Addenda should be written here:

If no addenda were issued, please state below, complete the form, and submit with the quote package.

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, and all other project documents.

Company Name

Representative Signature

ATTACHMENT C

Cost Sheet

Complete this page and include it with your response to this request.

BASE QUOTE: Base quote includes all work required to complete the Project. The base quote shall be awarded to one lowest, responsive, and responsible bidder. Dodge County reserves the right to reject any or all quotes or parts thereof, to waive any technicality in any quote and accept any quote deemed to be the most advantageous to the County.

We, the undersigned, propose to the Highway Department, Juneau, Wisconsin, the following items, as herein specified by us in accordance with this RFQ.

RFQ Pricing

Base Quote

Provide costs for all labor, materials, and equipment to complete the project in strict accordance with the Specifications and/or Drawings

Year	Monthly Cost	Yearly Cost
2026 (March – December)		
2027		
2028		

Company Name _____

Signature _____ Title _____

Printed Name _____

Company Mailing Address _____

City, State, Zip _____

Telephone () _____ Fax Number () _____
Number _____

Email Address: _____

Date Signed _____

QUOTE MUST BE SIGNED OR IT WILL BE REJECTED