



## Finance Department

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[www.cityofmadison.com/finance/purchasing](http://www.cityofmadison.com/finance/purchasing)

**Purchasing Services**

### REQUEST FOR QUOTATION

RFQ #: 5202-0-2023-AM  
For: Morris Rings and Saddle  
Released Date: Monday, January 30th, 2023  
Due Date: February, Monday 13th, 2023 @ 2:00 PM CST  
City Agency: Traffic Engineering

#### Method of Delivery Options

Email Quotation to: [bids@cityofmadison.com](mailto:bids@cityofmadison.com)

## 1 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

### 1.1 Applicable Terms and Conditions

- Products or Equipment. All quotations for supplies and/or equipment must be submitted in accordance with the specifications contained in this solicitation and City of Madison Standard Terms and Conditions.
- Services. All quotations for services must be submitted in accordance with; the specifications contained in this solicitation, City of Madison Standard Terms and Conditions, and Purchase of Services Contract.
- Copies. Copies of above-referenced forms are available from the Purchasing Office or from the following link:  
<https://www.cityofmadison.com/finance/purchasing/vendor-resources>

### 1.2 Delivered Prices Only

Prices quoted must include shipping charges, FOB Madison.

### 1.3 Substitutes

If offering a substitute item, include manufacturer, number, model, specifications and product literature. The City will evaluate substitutes and make the final determination of equivalency.

### 1.4 Partial Order

Unless otherwise noted, it will be assumed that bidder will accept an order for all or part of the items priced.

## 1.5 Award

The City will award the bid to the responsive and responsible bidder whose bid is most advantageous to the City. In determining the most advantageous bid, the City will consider criteria such as, but not limited to, cost, quality/workmanship, compatibility, standardization, major and minor exceptions to our specifications, superior design features, warranty, delivery, past experience, installation, equality, discount, customer satisfaction, bidder's past performance and/or service reputation, and service capability. The City may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards. After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.

## 2 CONTACTS

Technical:	For questions regarding technical specifications.	Ed Smith City of Madison Traffic Engineering (608) 266-9034 <a href="mailto:ERSmith@cityofmadison.com">ERSmith@cityofmadison.com</a>
Buyer:	For questions regarding instructions, terms & conditions.	Ana Martinez City of Madison Purchasing Services (608) 266-4521 <a href="mailto:bids@cityofmadison.com">bids@cityofmadison.com</a>

## 3 BID DISTRIBUTION NETWORK

Please note that the City no longer maintains an in-house bidders' list. **Notification of bid opportunities, addenda, tabulations and awards will only be made to subscribers via these networks.**

State of Wisconsin VendorNet System:	State of Wisconsin and local agencies bid network. Registration is free. <a href="http://vendornet.state.wi.us/vendornet">http://vendornet.state.wi.us/vendornet</a>
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DemandStar by Onvia:	National bid network – Free subscription is available to access bids from the City of Madison and other Wisconsin agencies, participating in the Wisconsin Association of Public Purchasers (WAPP). A fee is required if subscribing to multiple agencies that are not included in WAPP.
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Bid Opportunities:	<a href="http://www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm">www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm</a>
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Home Page:	<a href="http://www.demandstar.com">www.demandstar.com</a>
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To Register:	<a href="https://www.demandstar.com/app/registration">https://www.demandstar.com/app/registration</a>
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Please note when registering: Pick the **Wisconsin Association of Public Procurement (WAPP)** to select all current Wisconsin government agencies.

## 4 LOCAL VENDOR PREFERENCE

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website.

[www.cityofmadison.com/business/localPurchasing](http://www.cityofmadison.com/business/localPurchasing)

**5 SPECIFICATIONS**

1. 2 HOLE SIGN CONNECTOR (MORRIS RING) **SEE STANDARD DRAWING 1A**
  - a. 2-1/2" SCHEDULE 40 BLACK PIPE, PIPE SEAM TO BE MACHINED SMOOTH WITH INSIDE OF PIPE AS NECESSARY
  - b. DRILL AND TAP 3/8" – 16 THREAD THROUGH 2 PLACES 180 DEGREES APART CENTERED TOP TO BOTTOM WITH 1/16" CHAMFER
  - c. ALL PARTS TO BE BURR FREE
  - d. ALL PARTS SHOULD BE PLATED WITH CLEAR ZINC PLATING
  - e. TOTAL MORRIS RINGS TO BE QUOTED – 1500 EACH
2. SIGN CONNECTOR (SADDLE) **SEE STANDARD DRAWING 1B**
  - a. 1/8" X 1" HOT ROLLED STEEL BAR BENT ON EITHER END WITH 0.13" INSIDE RADIUS
  - b. PUNCH 13/32" HOLE THROUGH CENTERED SIDE TO SIDE AND TOP TO BOTTOM
  - c. ALL PARTS TO BE BURR FREE
  - d. ALL PARTS SHOULD BE PLATED WITH CLEAR ZINC PLATING
  - e. TOTAL SADDLES TO BE QUOTED – 1500 EACH

**ALL PRICES TO BE DELIVERED PRICE ONLY**



## Form A: Price Proposal

**RFQ #: 5202-0-2023-AM Morris Ring and Saddle**

*This form must be returned with your response.*

Complete the requested information and return via instructions on Page 1 of RFQ. Bidder hereby offers:

Item	Quantity	Description	Unit Price	Extended Price
1.	1500 EA	2 HOLE SIGN CONNECTOR (MORRIS RING)  in conformance with the specifications described in this solicitation.  Days to Delivery ARO:	\$	\$
2.	1500 EA	SIGN CONNECTOR (SADDLE)  in conformance with the specifications described in this solicitation.  Days to Delivery ARO:	\$	\$
3.				
			Total	\$

*ARO: After Receipt of Order*

Above bid submitted by:

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COMPANY NAME



## Form B: Bidder Information

**RFQ #: 5202-0-2023-AM Morris Ring and Saddle**

*This form must be returned with your response.*

### BIDDER INFORMATION

COMPANY NAME			
ADDRESS	CITY	STATE	ZIP
BIDDER'S NAME	TITLE		
EMAIL			
SIGNATURE	TELEPHONE NUMBER		
DATE	FAX NUMBER		

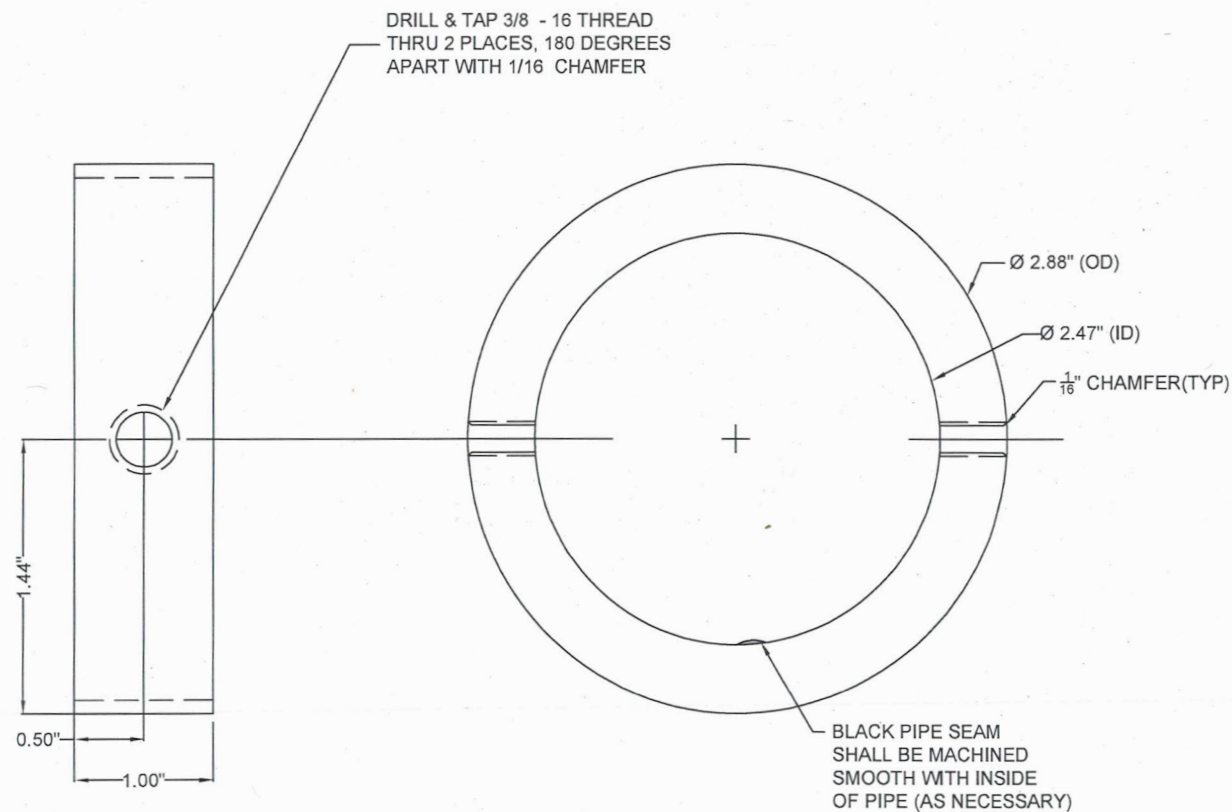
### LOCAL VENDOR STATUS

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website.

CHECK ONLY ONE:

- ☐ **Yes**, we are a local vendor **and** have registered on the City of Madison website under the following category: \_\_\_\_\_ [www.cityofmadison.com/business/localPurchasing](http://www.cityofmadison.com/business/localPurchasing)
- ☐ **No**, we are not a local vendor or have not registered.

# DRAWING 1A



NOTE: ALL PARTS SHALL BE BURR FREE

## MATERIAL:

2 1/2" SCHEDULE 40 BLACK PIPE WITH CLEAR ZINC PLATING

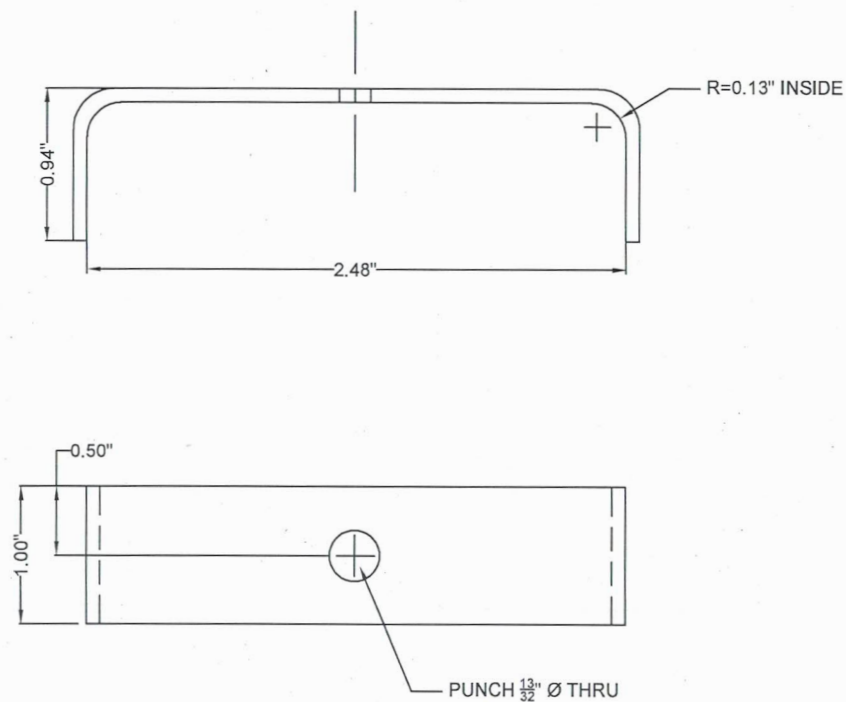
NO SCALE

APPROVED BY:	PREPARED BY:
-	Chad Veinot
ASSISTANT CITY TRAFFIC ENGINEER	TRAFFIC OPERATIONS SUPERVISOR
DATE: -	DATE: 12/29/2020

STANDARD DRAWING  
2-HOLE SIGN CONNECTOR (MORRIS RING)

CITY OF MADISON  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRAFFIC ENGINEERING

# DRAWING 1B



NOTE: ALL PARTS SHALL BE BURR FREE

## MATERIAL:

1/8" X 1" HRS BAR WITH CLEAR ZINC PLATING

NO SCALE

APPROVED BY:	PREPARED BY:
-	Chad Veinot
ASSISTANT CITY TRAFFIC ENGINEER	TRAFFIC OPERATIONS SUPERVISOR
DATE: -	DATE: 12/29/2020

STANDARD DRAWING  
SIGN CONNECTOR - SADDLE

CITY OF MADISON  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRAFFIC ENGINEERING