



Finance Department

David P. Schmiedicke, Finance Director

City-County Building, Room 406
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4521
Fax: (608) 266-5948
finance@cityofmadison.com
www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5220-0-2023-BG
For: Valve Box Adapters
Released Date: Tuesday, March 14th, 2023
Questions Due Date: Monday, March 20th, 2023
Answers Due Date: Wednesday, March 22nd, 2023
Quotation Due Date: Tuesday, March 28th, 2023 @ 2:00 PM CST
City Agency: Madison Water Utility

Method of Delivery Options

Email Quotation to: 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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Jeff Belshaw Madison Water Utility (608) 261-9835 Jbelshaw@madisonwater.org
Buyer:	For questions regarding instructions, terms & conditions.	Brittany Garcia City of Madison Purchasing Services (608) 243-0529 bgarcia@cityofmadison.com

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. http://vendornet.state.wi.us/vendornet](http://vendornet.state.wi.us/vendornet)

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.

Bid Opportunities: www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm

Home Page: www.demandstar.com

To Register: <https://www.demandstar.com/app/registration>

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

5 SPECIFICATIONS

Conform to the requirements specified herein for the type and class of material named. The Engineer reserves the right to reject any materials not meeting these Specifications. See 'Form A: Price Proposal' for associated bid quantities and the Bid Form worksheet.

Material Requirements – VALVE BOX ADAPTORS:

- Valve Box Adaptors shall have a metal frame and be supplied with a ¾" rubber gasket
- All adaptors must accommodate the following valves:
 - Kennedy – KS-FW 8571, KS-RW 7571 or equal
 - Mueller – A2360, A2361 or equal
 - Clow – F6100 Model 2638, 2639, 2640 or equal
 - AFC – Series 2500 or equal
 - AFC – Series 2500 with Alpha Ends(restrained) or equal

Acceptable models:

- Gate Valve Adaptor, as manufactured by Adaptor Inc., or approved equal.

Basis of Award:

- Award of bid will be based on total of all quantified items on the bid list (Form A). Items listed with a zero quantity are included for price quotation only, and will not be considered in the basis for award. These items will, however, be subject to the submitted price and delivery conditions of the bid on any Utility purchase orders after award through the duration of this purchasing agreement.



Form A: Price Proposal

RFQ #: 5220-0-2023-BG Valve Box Adaptors

This form must be returned with your response.

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

Materials shall conform to the requirements specified in this solicitation. The Engineer reserves the right to reject any materials not meeting these Specifications. Complete the requested information and return via instructions on Page 1 of RFQ. Bidder hereby offers:

VALVE BOX ADAPTORS:

Item	Quantity	Description	Manufacturer & Model	Unit Price	Volume Discount	Extended Price
1	75	6" Valve Adaptor		\$	\$	\$
2	25	8" Valve Adaptor		\$	\$	\$
3	10	10" Valve Adaptor		\$	\$	\$
					Total	\$

Award of this purchasing agreement is based on the total of quantified items only. See the Specifications for additional information related to the basis of award.

Delivery Requirements:

- F.O.B. via open type truck to: Madison Water Utility
110 S. Paterson Street
Madison, WI 53703
- At least 24-hour notice is required prior to delivery. Call: (608) 266-4790.
- No payment until total shipment is received. If shipment is not made as promised, Water Utility will buy on open market and back charge against your quote.
- The above materials are to be shipped in crates or bundles, attached to pallets for unloading with overhead crane and slings.

Days to Delivery After Receipt of Order: _____

Is price firm for one year from date of bid? Yes _____ No _____

If No, price firm for _____ days.

Term Discount: _____ (i.e. 1% if paid in 15 days, net 30, etc.)

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5220-0-2023-BG Valve Box Adaptors

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
- No**, we are not a local vendor or have not registered.