



Finance Department

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www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5233-0-2023-TJ
For: Rittling Radiation Covers
Released Date: Thursday, June 29th, 2023
Due Date: Friday, July 14th, 2023 @ 2:00 PM CST
City Agency: Monona Terrace

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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Dwaine Rundle City of Madison Monona Terrace (608) 261-4154 drundle@mononaterrace.com
Buyer:	For questions regarding instructions, terms & conditions.	Tammy Jones City of Madison Purchasing Services bids@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: <http://vendornet.state.wi.us/vendornet> State of Wisconsin and local agencies bid network. Registration is free.

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

The City of Madison Monona Terrace wishes to purchase a rittling radiation cover replacement. Please see specifications below.

- FSHL3-24
- 528 lineal feet
- 24" high
- Slope top louvered top outlet
- Bottom louvered inlet
- 14 gauge steel enclosure
- Standard color option
- Includes freight
- Includes two 6'-6" covers for stock

All products must be delivered by Friday, December 15th, 2023 to the address below:

Monona Terrace Community and Convention Center
One John Nolen Drive
Madison, WI 53703



Form A: Price Proposal

RFQ #: 5233-0-2023-TJ

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	Total Price
1.	1	Rittling radiation cover replacement, In conformance with the specifications described in section 5 of this solicitation. Days to Delivery ARO:	\$

ARO: After Receipt of Order

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5233-0-2023-TJ

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

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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.