



Finance Department

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www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5244-0-2023-TJ
For: Luminaires
Released Date: Friday November 03, 2023
Due Date: Friday November 17, 2023 @ 2:00 PM CST
City Agency: City of Madison Monona Terrace Community and Convention Center

Method of Delivery Options

Email Quotation to: bids@cityofmadison.com
Mail Quotation to: Purchasing Services
City-County Building, Room 407
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Attn: 5244-0-2023-TJ
Fax Quotation to: (608) 266-5948

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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Nick Ulrich City of Madison Monona Terrace Community and Convention Center (608) 261-4188 nulrich@cityofmadison.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:	State of Wisconsin and local agencies bid network. Registration is free. 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

The City of Madison Monona Terrace Community and Convention Center wishes to purchase the below items:

Item No.	Quantity	Manufacturer	Model
1	108	Meteor Lighting	WS2-300-308C-UNV-DMX-60-BLK-ST4-SNT
2	38	Meteor Lighting	R8PR-200A-308C-277-DMX(RJ45)-55-WHT-GR12
3	61	Meteor Lighting	R8PR-95-308-277-DMX(RJ45)-55-WHT-GR12

No substitutions will be accepted. A lead time and expected delivery date for each individual product must be included in the quote. Final ordering quantities may change. Installation service is neither required nor requested.

Pricing should include delivery to the below address:

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



Form A: Price Proposal

RFQ #: 5244-0-2023-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	Unit Price (Each)	Extended Price (QTY x Unit)
1.	108	<p>Manufacturer – Meteor Lighting</p> <p>Model - WS2-300-308C-UNV-DMX-60-BLK-ST4-SNT</p> <p>in conformance with the specifications described in this solicitation.</p> <p>Days to Delivery ARO:</p>	\$	
2.	38	<p>Manufacturer – Meteor Lighting</p> <p>Model - R8PR-200A-308C-277-DMX(RJ45)-55-WHT-GR12</p> <p>in conformance with the specifications described in this solicitation.</p> <p>Days to Delivery ARO:</p>	\$	
3.	61	<p>Manufacturer – Meteor Lighting</p> <p>Model - R8PR-95-308-277-DMX(RJ45)-55-WHT-GR12</p> <p>in conformance with the specifications described in this solicitation.</p> <p>Days to Delivery ARO:</p>	\$	

ARO: After Receipt of Order

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5244-0-2023-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

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.