



Finance Department

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www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5226-0-2023-BP
For: Aluminum Street Light Poles
Released Date: Friday, March 31, 2023
Due Date: Friday, April 14, 2023 @ 2:00 PM CST
City Agency: Traffic Engineering

Method of Delivery Options

Email Quotation to: bids@cityofmadison.com
Include 5226-0-2023-BP in Subject Line

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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Jerry Schippa City of Madison Traffic Engineering (608) 267-1969 jschippa@cityofmadison.com
Buyer:	For questions regarding instructions, terms & conditions.	Brian Pittelli City of Madison Purchasing Services (608) 267-4969 bpittelli@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

General

It is the intent to describe in these specifications minimum functional and design requirements for aluminum light poles for the City of Madison, Wisconsin.

All poles shall conform to the City drawing (SK0101), the manufacturer's approved shop drawing, and these specifications. Exceptions to these specifications and City drawing shall be submitted to the Engineer for review prior to manufacturing.

The poles shall be round aluminum shafts with a base welded to the lower end of each. A cast base in lieu of the flat plate base shown on the drawing is also acceptable.

All poles shall be designed to withstand a 90-mile-per-hour sustained wind velocity and a 117-mile-per-hour gust velocity, with one light fixture attached.

A. Shaft

A grounding nut or nut holder for accommodating a ½ inch 13 UNC threaded bolt or stud shall be provided on the inside of the shaft immediately opposite the center of the handhole.

After fabrication and assembly, there shall not be any sharp edges, corners or points on both the pole interior and exterior except at the base plate.

Heat treating after fabrication shall be done to restore to design alloy.

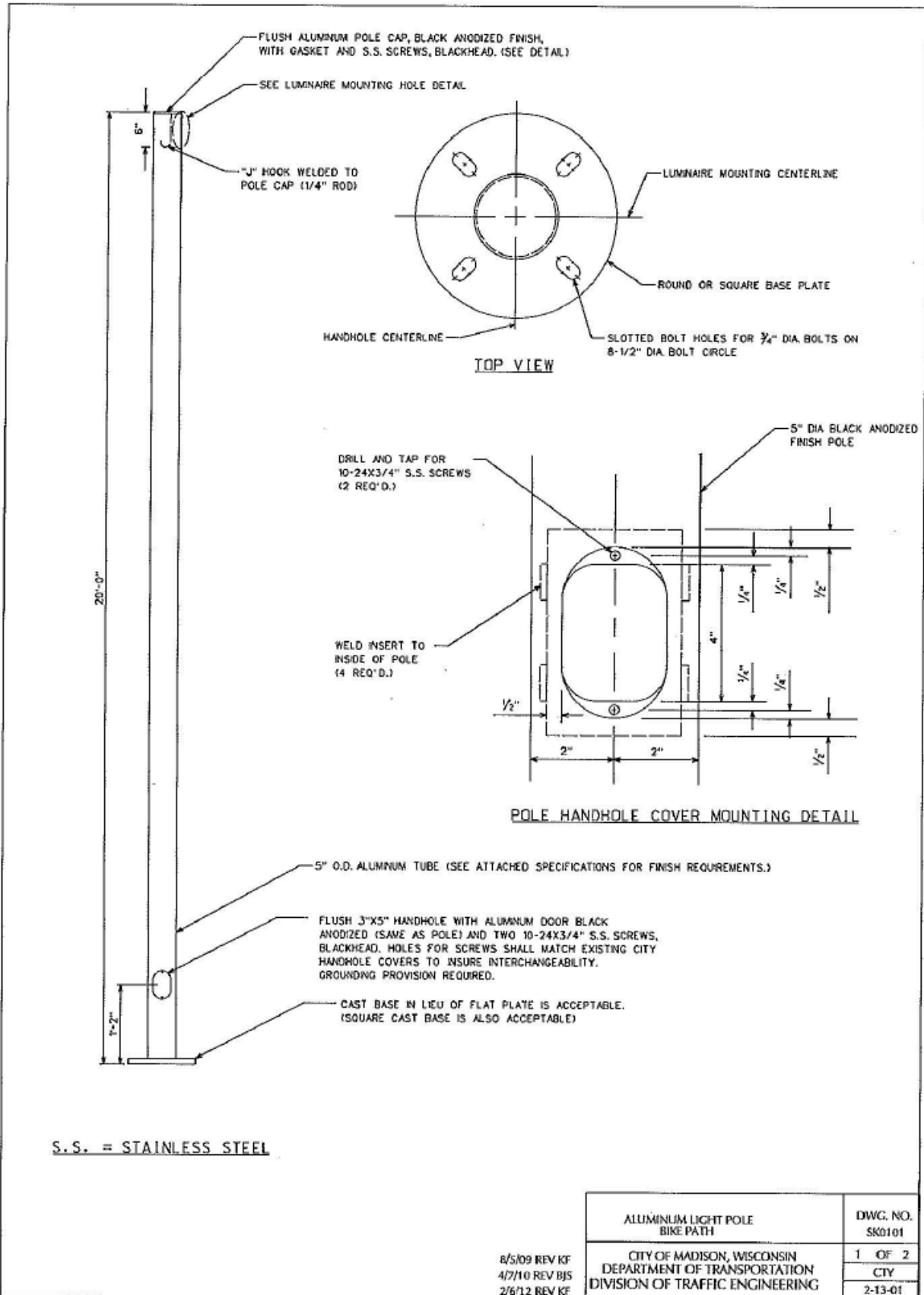
B. Pole Coatings

The manufacturer shall confer with Jerry Schippa of City Traffic Engineering (608-267-1969) as to the specifications for a black anodized finish in order to assure the City that the City's desires are being fulfilled. The poles shall be spun using a fine (120) grit. The pole extrusion, spinning and anodizing shall provide a uniform finish appearance free from any streaking. A two-step matte black anodizing finish (AA-C22-A44-Black) shall be used or an alternate process which produces a dark black finish. A light black finish is not acceptable.

C. City Approval of Shop Drawings

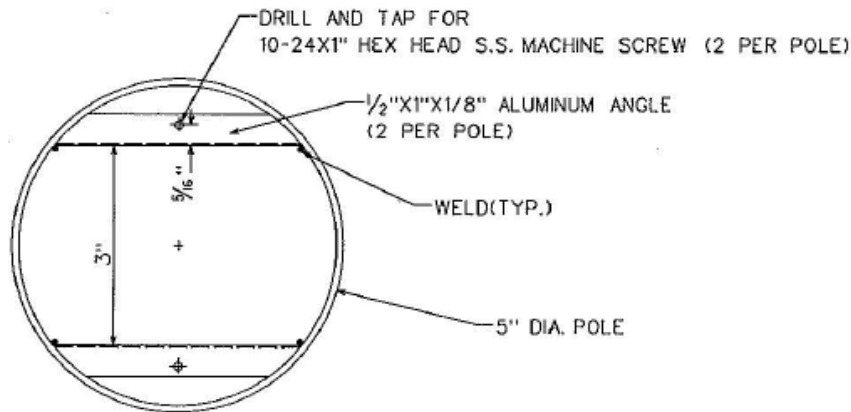
Shop drawings shall be submitted to jschippa@cityofmadison.com. No poles shall be manufactured until the City has approved the shop drawings. City review and approval of shop drawings will be done within three (3) work days of their receipt unless revisions to shop drawings are necessary as determined by the City.

LINE ITEM	DESCRIPTION	PAINT	QUANTITY
1	20-FT ALUMINUM POLE, DRILLED	GALVANIZED (Non-Painted)	2

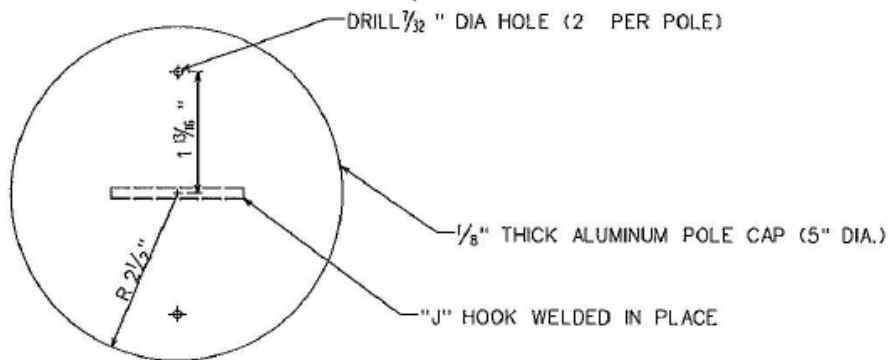


8/5/09 REV KF
 4/7/10 REV BJS
 2/6/12 REV KF

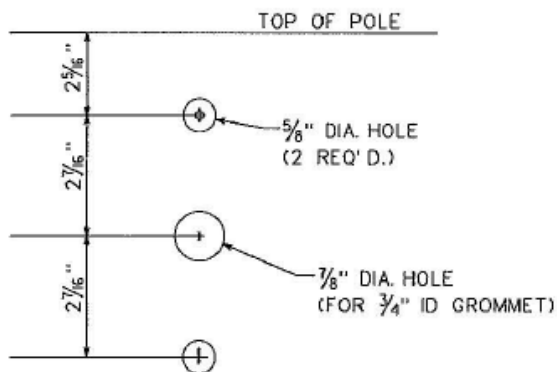
ALUMINUM LIGHT POLE BIKE PATH	DWG. NO. SK0101
CITY OF MADISON, WISCONSIN DEPARTMENT OF TRANSPORTATION DIVISION OF TRAFFIC ENGINEERING	1 OF 2
	CITY
	2-13-01



POLE CAP MOUNTING DETAIL



POLE CAP DETAIL



COOPER TALON FIXTURE
MOUNTING HOLE DETAIL

2/6/12 REV KF

ALUMINUM LIGHT POLE BIKE PATH	DWG. NO. SK0101
CITY OF MADISON, WISCONSIN DEPARTMENT OF TRANSPORTATION DIVISION OF TRAFFIC ENGINEERING	2 OF 2 CTY 2-13-01



Form A: Price Proposal

RFQ #: 5226-0-2023-BP Aluminum Street Light Poles

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 (Quantity x Unit Price)
1.	2	20-FT ALUMINUM POLE, DRILLED, Galvanized (Non-Painted) in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$

ARO: After Receipt of Order

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5226-0-2023-BP Aluminum Street Light Poles

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.