



## Finance Department

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

**Purchasing Services**

### REQUEST FOR QUOTATION

RFQ #: 5236-0-2023-TJ  
For: Hybrid Vehicles  
Released Date: August 15, 2023  
Due Date: August 29, 2023 @ 2:00 PM CST  
City Agency: Metro Transit & 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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Phillip Gadke City of Madison Metro Transit (608) 267-8762 <a href="mailto:pgadke@cityofmadison.com">pgadke@cityofmadison.com</a>
Buyer:	For questions regarding instructions, terms & conditions.	Tammy Jones City of Madison Purchasing Services <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. <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](http://www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm)

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

## 5 SPECIFICATIONS

The City of Madison Metro Transit and Traffic Engineering Divisions are seeking qualified bids for the purchase of five (5) new 2023 or newer hybrid vehicles.

The acceptable vehicles are:

- 1) Ford Escape Hybrid or PHEV
- 2) Toyota Rav 4 Hybrid LE or PHEV
- 3) Honda CRV Hybrid

Quantity: Five (5) new vehicles, of any combination, along with the option to purchase two (2) additional vehicles. The City recognizes that a vendor may not be able to meet the entire quantity. Please mark on your submission the quantity in which you are able to quote at this time.

All vehicles must have either All Wheel Drive (AWD) or Four Wheel Drive (4WD)

No preference on exterior/interior colors.

Price to include delivery to City of Madison Metro Transit, 1245 East Washington Ave, Madison, WI 53703.



## Form A: Price Proposal

**RFQ #: 5236-0-2023-TJ Hybrid Vehicles**

*This form must be returned with your response.*

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

Please list the vehicle(s) and quantity that you are submitting a quote for:

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Price per vehicle:

\$

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Lead time between order and delivery:

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Please provide any supplemental information in regards to your submission below or on a separate page.

Above bid submitted by:

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COMPANY NAME



## Form B: Bidder Information

RFQ #: 5236-0-2023-TJ Hybrid Vehicles

*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](http://www.cityofmadison.com/business/localPurchasing)
- No**, we are not a local vendor or have not registered.