



Finance Department

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www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5203-0-2023-AM
For: Mall Furniture
Released Date: Friday, February 3rd, 2023
Due Date: Friday, February 17th, 2023 @ 2:00 PM CST
City Agency: Parks

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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Mark Kiesow City of Madison Parks (608) 266-6031 mkiesow@cityofmadison.com
Buyer:	For questions regarding instructions, terms & conditions.	Ana Martinez City of Madison Purchasing Services (608) 266-4521 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 Parks Division is requesting quotes on bike racks, benches, and trash and recycling receptacles for use on the Mall Concourse. Items must arrive fully assembled.

All items to be delivered between September 1, 2023 and September 15, 2023.

Items to be delivered to:
Goodman Maintenance Facility
Attn: Mark Kiesow
1402 Wingra Creek Parkway
Madison, WI 53715

1. Bench 4-FOOT (quantity of 12)

Benches shall be 48" in length as indicated, black color to match "signal black" RAL9004. Acceptable product manufacturers are: #SC3005-BS-72, Landscape Forms, 15108 Chestnut Circle Burnsville, MN 55306, (800)521-2546 and Overature bench 4' Thomas Steele, 2700 Laura Lane, Middleton, WI 53562 (608) 831-9040.

2. Bench 6-FOOT (quantity of 6)

Benches shall be 72" in length as indicated, black color to match "signal black" RAL9004. Acceptable product manufacturers are: #SC3005-BS-72, Landscape Forms, 15108 Chestnut Circle Burnsville, MN 55306, (800)521-2546 and Overature bench 6' Thomas Steele, 2700 Laura Lane, Middleton, WI 53562 (608) 831-9040.

3. BIKE Rack, 7 Stall Double Sided (quantity of 4)

Bike racks shall be bike capacity, double-sided as indicated. Capacity to be determined by the number of looped down brackets; the end supports shall not count as locations to calculate capacity. Black color to match "signal black" RAL9004.

Acceptable racks are: Dero Bike Rack Company, Campus Rack, 221 Arthur Avenue SE, Minneapolis, MN 55414, (888)337-6729, and Overature Bike Rack, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608) 831-9040.

4. BIKE Rack, 5 Stall Double Sided (quantity of 4)

Bike racks shall be bike capacity, double-sided as indicated. Capacity to be determined by the number of looped down brackets; the end supports shall not count as locations to calculate capacity. Black color to match "signal black" RAL9004. Acceptable racks are: Dero Bike Rack Company, Campus Rack, 221 Arthur Avenue SE, Minneapolis, MN 55414, (888)337-6729, and Overature Bike Rack, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608) 831-9040.

5. BIKE Rack, 3 Stall Double Sided (quantity of 3)

Bike racks shall be bike capacity, double-sided as indicated. Capacity to be determined by the number of looped down brackets; the end supports shall not count as locations to calculate capacity. Black color to match "signal black" RAL9004. Acceptable racks are: Dero Bike Rack Company, Campus Rack, 221 Arthur Avenue SE, Minneapolis, MN 55414, (888)337-6729, and Overature Bike Rack, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608) 831-9040.

6. BIKE Rack, 4 Stall Single Sided (quantity of 3)

Bike racks shall be bike capacity, single-sided as indicated. Capacity to be determined by the number of looped down brackets; the end supports shall not count as locations to calculate capacity. Black color to match "signal black" RAL9004. Acceptable racks are: Dero Bike Rack Company, Campus Rack, 221 Arthur Avenue SE, Minneapolis, MN 55414, (888)337-6729, and Overature Bike Rack, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608) 831-9040.

7. BIKE Rack, 3 Stall Single Sided (quantity of 6)

Bike racks shall be bike capacity, single-sided as indicated. Capacity to be determined by the number of looped down brackets; the end supports shall not count as locations to calculate capacity. Black color to match "signal black" RAL9004. Acceptable racks are: Dero Bike Rack Company, Campus Rack, 221 Arthur Avenue SE, Minneapolis, MN 55414, (888)337-6729, and Overature Bike Rack, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608) 831-9040.

8. Trash Receptacle (quantity of 10)

Trash containers shall have lock option, black color to match "signal black" RAL9004. Acceptable product manufacturers are: #SC5002-24-40 Landscape Forms, 15108Chestnut Circle Burnsville, MN 55306, (800)521-2546, Overature Trash Receptacle, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608)831-9040. The containers and tops shall be matching black, and top loading.

9. Recycling Receptacle (quantity of 10)

Recycling receptacles shall have same container as above mentioned trash containers. Containers shall be black color to match "signal black" RAL9004. Acceptable product manufacturers are: #SC5002-24-40 Landscape Forms, 15108Chestnut Circle Burnsville, MN 55306, (800)521-2546, Overature Trash Receptacle, Thomas Steele, 2700 Laura Lane, Middleton, WI 53562, (608)831-9040. The containers shall have blue tops, RAL5002, side loading with a recycling symbol. Submit options to Parks Division. Submit color and symbol to the City for review and approval.



Form A: Price Proposal

RFQ #: 5203-0-2023-AM Mall Furniture

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
1.	12	Bench 4 foot in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
2.	6	Bench 6 foot in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
3.	4	Bike Rack, 7 stall double sided in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
4.	4	Bike rack, 5 stall double sided in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
5.	3	Bike rack, 3 stall double sided in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
6.	3	Bike rack, 4 stall single sided in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
7.	6	Bike rack, 3 stall single sided in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
8.	10	Trash Receptacle in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
9.	10	Recycling Receptacle in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
10.			Total	\$

ARO: After Receipt of Order

PLEASE REFERENCE SECTION 5 SPECIFICATIONS ON PAGES 3 & 4 FOR EACH LINE LISTED ABOVE.

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5203-0-2023-AM Mall Furniture

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.