



Finance Department

David P. Schmiedicke, Finance Director

City-County Building, Room 406
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4521
Fax: (608) 266-5948

finance@cityofmadison.com
www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5309-0-2024-AH
For: Electrical Service Equipment (Multiple Metering Installation)
Released Date: March 08, 2024
Due Date: March 22, 2024 @ 2:00 PM CST
City Agency: Engineering

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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	William McMahon City of Madison Engineering WMcMahon@cityofmadison.com
Buyer:	For questions regarding instructions, terms & conditions.	Andre Hargianto 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 is seeking quotes for Electrical Service Equipment. The equipment is for a commercial multiple metering installation, Madison Gas & Electric (MGE) service detail COM-6. Items numbers 1 through 4 shall all be by the same manufacturer and approved by MGE. All equipment must satisfy Buy America requirements, [Link](#).

The anticipated delivery address for all items is 2120 Fish Hatchery Road, Madison, WI 53713. Call Engineering Operations at 608-266-4430 at least 24 business hours prior to delivery.

Item No.	Quantity	Description
1	4	Main Disconnect Pre-bussed bottom-termination 600 V, 600 A, One Phase, 2 Pole, Fusible Switch NEMA 1
2	4	Meter Stack(s) Pre-bussed jaw-releasing lever bypass meter stack(s) Stack(s) for quantity of at least 12 meters at 70 A
3	4	Pre-bussed spacer on meter side of meter stack
4	4	Disconnect 600 V, 225 A, One Phase, 2 Pole, Fusible Switch NEMA 1
5	4	AMP Manufacturing and Supply Current Transformer Cabinet 400 A, 600 V, Single-Phase Manufacturer Part Number: MGECT4-3TM
6	4	Milbank Meter Socket 120/240 V, Single Phase, 5 Terminal Manufacturer Part Number: UC7442-RL

Please enter your bid prices in **Form A Price Proposal**.



Form A: Price Proposal

RFQ #: 5309-0-2024-AH Electrical Service Equipment (Multiple METERing Installation)

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 No.	Quantity	Description	Days to Delivery After Receipt of Order	\$ Price each.	\$ extended price.
1	4	Main Disconnect Pre-bussed bottom-termination 600 V, 600 A, One Phase, 2 Pole, Fusible Switch NEMA 1	_____	_____	_____
2	4	Meter Stack(s) Pre-bussed jaw-releasing lever bypass meter stack(s) Stack(s) for quantity of at least 12 meters at 70 A	_____	_____	_____
3	4	Pre-bussed spacer on meter side of meter stack	_____	_____	_____
4	4	Disconnect 600 V, 225 A, One Phase, 2 Pole, Fusible Switch NEMA 1	_____	_____	_____
5	4	AMP Manufacturing and Supply Current Transformer Cabinet 400 A, 600 V, Single-Phase Manufacturer Part Number: MGECT4-3TM	_____	_____	_____
6	4	Milbank Meter Socket 120/240 V, Single Phase, 5 Terminal Manufacturer Part Number: UC7442-RL	_____	_____	_____
		Total Price			\$ _____

ARO: After Receipt of Order

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5309-0-2024-AH Electrical Service Equipment (Multiple MEtering Installation)

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.