



Finance Department

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www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: 5223-0-2023-AH
For: Spring 2023 Parts Purchase
Released Date: Monday, March 13, 2023
Due Date: Monday, April 10, 2023 @ 2:00 PM CST
City Agency: Parks Administration

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. Deliver to: 4151 Nakoosa Trail, Madison, WI, 53714.

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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Douglas Keene City of Madison Parks Administration dkeene@cityofmadison.com
Buyer:	For questions regarding instructions, terms & conditions.	Andy Hargianto City of Madison Purchasing Services ahargianto@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

Please see **Form A: Price Proposal** for a complete list of requested parts.



Form A: Price Proposal

RFQ #: 5223-0-2023-AH Spring Parts Purchase for Parks

This form must be returned with your response.

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

Quantity	Part Number	Description	Cost \$ ea.
4	14M7298	FLANGE NUT	
2	19M10348	BOLT	
50	19M7804	SCREW	
2	19M8006	BOLT	
66	AA21480	BEARING	
6	AM102888	BALL BEARING	
24	AM107423	OIL FILTER	
4	AM108172	DRAIN VALVE	
1	AM116980	LINK	
16	AM120003	RIM	
2	AM121129	PRINTED CIRCUIT	
8	AM123513	KNOB	
2	AM123716	RELAY	
36	AM125424	OIL FILTER	
3	AM126680	BOWL	
1	AM128175	HYDRAULIC CYLINDER	
12	AM128685	BEARING	
3	AM131968	SWITCH	
2	AM878297	PTO SOLINOID	
2	AT118553	AIR RESTRICTION INDICATOR	
5	AUC16477	IDLER	
2	AUC16478	IDLER	
1	AUC19484	MUFFLER	
1	CH14592	BALL BEARING	
8	CH14665	SEAL	
6	EPC201693	BLADE	
4	H137328	LOCK NUT	
5	JD9344	BALL BEARING	
2	LVA21437	SWITCH	
3	LVU800991	SEAL	
8	M113621	Filter Element	
8	M123378	Filter Element	
60	M131802	FILTER ELEMENT	
60	M131803	FILTER ELEMENT	

1	M132768	SPRING	
6	M138195	CHAIN KIT	
3	M138226	CHAIN GUIDE	
8	M140159	KEY	
6	M144297	BLADE	
51	M146082	OIL FILTER	
3	M151012	CAP	
3	M163059	SPINDLE	
6	M169375	TOWER BEARING	
12	M66125	PRESSED FLANGED HOUSING	
2	M800495	BALL BEARING	
120	M806418	OIL FILTER	
6	M807521	BOOT	
2	M810472	SEAL	
1	M811089	GASKET	
1	M812137	GASKET	
16	M84516	BUSHING	
6	M85699	TOWER SEAL	
80	M88183	RING	
4	M96100	ROD	
1	MIA883638	GASKIT KIT	
2	MIU800259	GUIDE DIPSTICK	
12	MIU802457	Glow Plug	
2	MIU803127	FUEL FILTER 9009	
2	MIU803683	BEARING	
56	MIU804763	FILTER ELEMENT	
4	R139822	NEEDLE BEARING	
4	TCA12032	PUSH PULL CABLE	
3	TCA12625	UNIVERSAL DRIVESHAFT	
1	TCA12874	CYLINDER	
2	TCA13545	CABLE HYDRO	
2	TCA13550	SPINDLE KIT	
2	TCA13741	GAS OPERATED CYLINDER	
4	TCA16038	WIPER BLADE	
1	TCA16320	SHEAVE	
2	TCA17524	IDLER	
20	TCA20363	WHEEL	
1	TCA21759	BEVEL GEAR DRIVE	
1	TCA24035	UNIVERSAL DRIVESHAFT	
11	TCA24830	CHUTE KIT	
14	TCA25356	SPINDLE CAST IRON	
10	TCA51181	WHEEL	
2	TCU12497	BELT	

2	TCU13208	GUARD	
5	TCU15371	LIGHT BULBS	
93	TCU15881	BLADE	
24	TCU15882	BLADE	
2	TCU17918	COVER	
13	TCU18744	WHEEL	
2	TCU19299	AXEL	
1	TCU21054	BELT	
2	TCU32534	FILLER CAP	
4	TCU36238	STRAP AIR FILTER	
2	TY22472	CLAMP	
12	TY25624	AG/C&CE GREEN PAINT	
6	UC28193	WHEEL	

Days to Delivery ARO (After Receipt of Order):

Above bid submitted by:

COMPANY NAME



Form B: Bidder Information

RFQ #: 5223-0-2023-AH Spring Parts Purchase for Parks

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.