



Finance Department

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www.cityofmadison.com/finance/purchasing

Purchasing Services

REQUEST FOR QUOTATION

RFQ #: RFQ #5235-0-2023-TJ
For: Holophane Luminaires
Released Date: Thursday, August 10, 2023
Due Date: Thursday, August 24, 2023 @ 2:00 PM CST
City Agency: Traffic 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 After the due date, no quotes may be withdrawn for a period of 90 days or as otherwise specified or provided by law.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.	Ed Smith City of Madison Traffic Engineering (608) 608-266-9034 ersmith@cityofmadison.com
Buyer:	For questions regarding instructions, terms & conditions.	Tammy Jones 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 Traffic Engineering wishes to purchase Holophane Luminaires. Please see specifications below.

1. Holophane WAE3P2030KMVOLTMSG3RAL9005SDRCBMSTGLAO No Roam - 8 each
2. Holophane WAE3P2030KMVOLTMSG3RAL6009SDRCBMSTGLAO No Roam - 20 each

A lead-time and expected delivery date for each individual product must be included in the quote. The delivery of each product is essential for the construction schedule, and will be taken into consideration when selecting a vendor.

The lead time will be effective from the date of purchase order. There must be a 24-48 hour advance notice prior to delivery.

There is no receiving dock at the delivery location, so the driver must move pallets to the back of the truck for unloading by receivers forklift.

Price should include delivery to the below address:

City of Madison Traffic Engineering
1120 Sayle St.
Madison, WI 53715



Form A: Price Proposal

RFQ #: RFQ #5235-0-2023-TJ

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 (QTY x Unit)
1.	8	Holophane - WAE3P2030KMVOLTMSG3RAL9005SDRCBMSTGLAO No Roam in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$
2.	20	Holophane - WAE3P2030KMVOLTMSG3RAL6009SDRCBMSTGLAO No Roam in conformance with the specifications described in this solicitation. Days to Delivery ARO:	\$	\$

ARO: After Receipt of Order

Total \$ _____



Form B: Bidder Information
RFQ #: RFQ #5235-0-2023TJ

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
- No**, we are not a local vendor or have not registered.