



**Vendor's Guide  
Doing Business  
with the  
*City of Madison***

[www.cityofmadison.com/purch.html](http://www.cityofmadison.com/purch.html)



## PURCHASING SERVICES

Office of the Comptroller  
210 Martin Luther King, Jr. Blvd., Rm. 513  
Madison, WI 53703-3346  
Phone: (608) 266-4521

Website: [www.cityofmadison.com/purch.html](http://www.cityofmadison.com/purch.html)

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## ACCESS TO BID OPPORTUNITIES

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To All Potential City of Madison Suppliers:

The City of Madison welcomes the opportunity to do business with all interested merchants in the community.

City bid opportunities are now published on two (2) internet bid distribution networks:

1. **DEMANDSTAR BY ONVIA:** (Nationwide Service)  
Free subscription to one agency, e.g., the City of Madison.  
Website: <http://www.demandstar.com>  
Tel. No.: (800) 711-1712
2. **VENDORNET** - State of Wisconsin: Free subscription  
Website: <http://vendornet.state.wi.us/vendornet/default.asp>  
Tel. No.: (608) 264-7897 or (608) 264-7898  
(800) 482-7813 (outside the Madison area)

Both purchasing networks bring together an extensive database of government agencies and vendors on the internet. Their service enables us to improve our service to you by providing automatic bid notification and instant access to bid information via the web.

We believe this system of electronic purchasing represents the future of government purchasing; therefore, we strongly encourage you to participate.

Please note: Purchasing Services no longer maintains an in-house bidders' list and, as such, will not send bid notices or documents by mail or fax. To ensure receipt of future bid or quote opportunities, you must be a subscriber to either one or both bid networks.

Specific questions and concerns not addressed here should be directed to Purchasing Services at telephone 608-266-4521 or FAX 608-266-5948.

We appreciate your interest in doing business with the City of Madison.

# **PURCHASING PROCEDURES-UNDERSTANDING THE INTERNAL PROCESS**

## **GENERAL**

The City of Madison is committed to a purchasing system that provides quality, integrity and increased competition. It is the intent of the City to directly reduce the cost of government by making the most economical acquisition of quality goods and services that will assure efficient operation of City Government.

## **CITY CONTACTS**

Office hours are from 8:00 a.m. to 4:30 p.m., Monday to Friday. Vendors are encouraged to call and schedule appointments with Purchasing Services in advance in order to avoid interrupted discussions. General Office: 608-266-4521.

## **ORGANIZATIONAL FUNCTION**

The Purchasing Services has the centralized function of monitoring and conducting all purchasing processes to support the operations of most city agencies.

- Administrative Offices (e.g., Information Services, Engineering, Planning Dept., Affirmative Action, Madison City Channel, etc.)
- Madison Overture
- Fire Department
- CDA Housing
- Madison Metro Transit
- Monona Terrace
- Motor Equipment
- Parks Division (all City parks; golf courses: Glenway, Monona, Odana, Yahara; Olbrich Botanical Gardens)
- Public Health Department
- Streets Division
- Traffic Engineering
- Water Utility

Note: The following agencies manage their own purchasing activities independently. Please contact them separately.

- Library Tel: (608) 266-6363
- Public Works Tel: (608) 266-4620

## **FAIR AND OPEN COMPETITION**

The City of Madison provides all vendors fair and equal opportunities to compete in the procurement process. Product specifications are designed to be nonrestrictive and compatible with standard trade practices.

## **WHAT THE CITY BUYS**

If your firm is interested in becoming a supplier for the City, first determine if your firm's products or services match what the City buys. Each City agency operation has specific needs. The following list of operations provides a general description of what is bought.

- **Automobile and Truck Fleets**
  - Batteries
  - Fuel and Oil
  - Replacement Parts
  - Tires
  - Truck Bodies
  - Vehicles, Fire Trucks, Buses
- **Buildings**
  - Electrical Services and Supplies
  - Lights and Controls
  - Heating and Air Conditioning Equipment
  - Maintenance Equipment & Supplies Plumbing Equipment & Supplies
- **Roads**
  - Maintenance Equipment and Vehicles
  - Markers Traffic Control
  - Signs
  - Street Lights
- **Public Safety and Health**
  - Athletic Equipment
  - Bedding
  - Clothing
  - Laboratory Equipment and Supplies
  - Medical Equipment and Supplies
  - Promotional Items
- **Offices and Technology**
  - Communication Equipment, Radios, etc.
  - Computers, Peripherals and Supplies
  - Furniture
  - Office Machines
  - Office Supplies
- **Parks, Forests and Farms**
  - Fencing
  - Fertilizer
  - Machinery
  - Off-Road Equipment
  - Plant Materials
  - Seed

- **Miscellaneous Services**
  - Advertising/ Marketing
  - Consulting
  - Electrical / Plumbing
  - Landscaping
  - Painting
  - Printing
  - Snow Removal

- \$25,000 and up. Formal sealed bids/proposals are obtained on all purchases for goods and services. Bids/Proposals will be posted in DemandStar.com and Vendornet. Additionally, notices may be published in the Wisconsin State Journal and other relevant publications as prescribed by applicable laws. Processing will take four to six weeks.

**PURCHASE ORDER PROCEDURE**

Every department's request for product or service is sent to Purchasing Services electronically on a requisition form. Once approved by appropriate personnel at the department level, Purchasing Services works with each requesting department to determine specific needs, develop specifications/requirements for Requests for Quotation, Bid or Proposal, and determine the best-value product that meets the agency's requirements.

**BIDDING INFORMATION**

Please review procedures on how to access bid opportunities, bid tabulations, award information, planholders' lists, etc in the [Access to Bid Opportunities](#) section

**BIDDERS' LIST**

Purchasing Services no longer maintains a bidders' list in house, and, as such, will no longer send unsolicited bid notices or documents by mail or fax. **IN ORDER TO ENSURE AUTOMATIC NOTIFICATION OF BID OR QUOTE OPPORTUNITIES RELEVANT TO YOUR BUSINESS, YOU MUST BE A SUBSCRIBER TO THE DEMANDSTAR AND/OR VENDORNET NETWORKS.** For more information, go to [Access to Bid Opportunities](#) section.

**BID SUMMARIES**

Purchasing Services will post bid summaries in DemandStar within a reasonable time after the bid opening. Please check the DemandStar website before calling Purchasing Services for bid summaries and award information.

**BID THRESHOLDS**

- Up to \$5,000. Best value judgment is used to purchase low dollar commodities.
- Between \$5,000 and \$25,000. Informal price quotations are obtained unless reasonableness of price can be determined without competition.

**PURCHASE METHODS**

- **Purchase of Goods**  
Products, supplies and equipment are purchased through competitive processes using the [Bid Thresholds](#) as a guide.
- **Purchase of Services**  
Consultant, professional, and technical services are often obtained through requests for proposal, which consider skill and experience as well as cost in the evaluation process.
- **Cooperative Purchasing Agreements**  
The City utilizes available state, university and federal contracts at its discretion.
- **Sole Source Negotiation**  
Also called noncompetitive negotiation, this method may be used when competition does not exist or would not be in the best interests of the City. For example, scientific equipment manufactured by only one vendor.
- **Contract Methods**  
Purchasing Services creates annual blanket and contract purchase orders for various supplies and services. Many of these contract orders are established through the bidding process. Once contracts are awarded, city agencies can use Limited Purchase Orders (LPO) and Purchasing Cards to purchase miscellaneous items or predetermined items on the contracts directly from vendors.
- **Purchasing Card**  
The Purchasing Card is a tool for agency employees to make low-dollar purchases (typically under \$5,000) for official agency business needs. It allows for a faster and more efficient process of purchasing supplies.

**AWARD**

The City will award the bid to the lowest 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, 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.

## LEGAL REQUIREMENTS

- City of Madison Standard Terms and Conditions for Commodities (STC-Form).
- Purchase Order Contract for Purchase of Services for services
- Conditions of Purchase for all purchases.
- These documents as well as other legal references can be found in the Legal References, Documents and Forms section of the City of Madison Purchasing Services website.

## NONDISCRIMINATION AND AFFIRMATIVE ACTION

**Nondiscriminatory Contracts:** The City of Madison maintains nondiscriminatory provisions in all contracts with suppliers or contractors. Essentially, the provisions prohibit discrimination in employment by any of its contractors.

The nondiscrimination provision states, in the performance of services under this Agreement, the Contractor agrees not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, student status and other such classifications that may be added by council action.

**Affirmative Action (AA) Requirements:** The successful contractor will be required to comply with the City of Madison Affirmative Action Ordinance, Section 3.58(8) within thirty (30) days of award of contract. The Contractor shall allow maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this contract. Additional information regarding the above affirmative action requirements is available by contacting the City of Madison's Contract Compliance Office at (608) 267-8759.

## THE MOST EFFECTIVE WAY TO SELL TO THE CITY

First determine if your firm's products or services match what the City buys.

Purchasing Services maintains the centralized function for most procurements. However, city agencies have delegated authority to purchase small dollar orders using either their Purchasing card or a Limited Purchase Order. You may call agency contacts to find out which agencies may need your firm's product or service. Purchasing Services buyers can advise you as to which agencies and individuals to contact to discuss your firm's product or service.

Key Points to Remember:

- Your firm must be competitive.
- Read the solicitation for bid carefully, especially the fine print, and ensure your firm can comply with all of the requirements before bidding.
- If the solicitation is unclear or other complications arise, contact the buyer identified on the solicitation as soon as possible. **DO NOT WAIT** until the date of the bid opening.
- Spend your firm's sales investment wisely. Sometimes a firm devotes considerable time and money to present a product to a City agency in the hope of making a sale. The purchase will most likely be made by competitive bid, and your expenditure on designs, demonstrations, layouts and other marketing tools does not guarantee your firm a sale.

**Specifications –** Purchasing Services reviews agency-prepared specifications carefully to eliminate requirements that unnecessarily restrict competition. The procurement will generally be awarded to the lowest responsible bidder that meets these objective specifications. This does not always mean "lowest price."

Assisting a procuring agency in determining needs or providing specifications cannot be considered a factor in final supplier selection. If your firm provides such assistance, you should ask the requesting agency to list your firm as a "Reference Supplier" on the applicable procurement requisition. This assures that Purchasing Services sends your firm a solicitation for the requirement.

## REQUEST FOR BID VS. REQUEST FOR PROPOSALS

	<b>SEALED BIDS</b>	<b>REQUEST FOR PROPOSAL</b>
<b>Specifications</b>	very specific as to performance and design requirements	allows for more flexibility; vendor proposes one or more options
<b>Opening</b>	public – all data available to other bidders and public	public – only names of proposers are public; no pricing or other data made available
<b>Evaluation</b>	based strictly on meeting specifications – no material deviations accepted	based on overall responsiveness to proposal and criteria provided in RFP for evaluation
<b>Discussion</b>	only to clarify questions on meeting technical specifications	questions to any or all proposing firms to clarify items in proposal; may include formal interviews
<b>Changes</b>	only minor technicalities may be corrected	negotiations may be conducted with proposing firm(s) evaluated as being most responsive to RFP criteria
<b>Award</b>	lowest responsive and responsible bidder	best overall value proposal - not necessarily lowest price

### **Basis for Using the Competitive Sealed Bid Process**

- The specifications for the goods or services to be purchased are explicitly clear to both buyer and seller.
- The market has an adequate number of sellers capable of meeting the specifications to allow for competition.
- The sellers that make up the market are technically qualified and are willing to price competitively.

### **Basis for Using the RFP Process Instead of a Sealed Bid**

- Comparative analysis of different technical products or solutions must be made.
- Situations in which it is impossible to estimate costs with a high degree of certainty.
- Situations in which price is not the only important variable; quality, schedule, and service may be variables of equal or greater importance.
- Oral or written discussions may be necessary with the responding firms regarding technical and price clarifications or scope of work requested.
- It is advantageous to allow an opportunity for responding firms to revise their offer prior to award.
- Typically, most types of services and service contracts are purchased with this method.



### MEMBER LOGIN

Username  
  
Password  
 **Go**



**Business Tools:**  
[Access hundreds of forms and worksheets, plus guides to government contracting](#)

**LOCAL CONTRACTING:**  
[An introduction](#)

**SUBCONTRACTING:**  
[An introduction](#)

## Connecting Business and Government to Opportunities Online



### Do you want to **Sell to Government?**

**Connect** your business easily to government opportunities. Suppliers get immediate access to leads and information to win government contracts.



### Are you a **Government Agency?**

**Reduce** costs and save money by increasing competition for your bids, quotes and RFPs.



### **View Bid Opportunities**

**View** current bid opportunities in your area -- or across the country -- that match your products and services.

### **New Agencies in the Onvia Network:**

- Sarasota Manatee Airport Authority, FL
- City of Parkland, FL
- Town of Prescott Valley, AZ
- City of North Kansas City, MO
- Village of North Palm Beach, FL
- City of Tavares, FL
- Town of Jupiter, FL
- City of Sanford, FL

To subscribe, or for help with your current account, please call: **(800) 711-1712**.

If you are a government agency, please call: **(800) 331-5337**.



STATE OF WISCONSIN • BUREAU OF PROCUREMENT

# VendorNet System

**What  
is  
VendorNet?**

**Login**

**General  
Procurement  
Information**

**Registration/Subscription  
Information**

**System  
Requirements**

**VendorNet  
Information  
Center**

Welcome to VendorNet, Wisconsin's electronic purchasing information system. VendorNet was created to provide easy access to a wide variety of information of interest to vendors who wish to provide goods and services to the state as well as state agencies and municipalities.

[\[What is VendorNet?\]](#) [\[Login\]](#) [\[General Procurement Information\]](#)  
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