

# VENDOR'S GUIDE

## DOING BUSINESS WITH THE CITY OF MADISON



[www.cityofmadison.com/finance/purchasing](http://www.cityofmadison.com/finance/purchasing)

## Introduction

The City of Madison is committed to a purchasing system that provides quality, integrity, and competition. It is the intent of the City to minimize the cost of government by making economical acquisitions of quality goods and services that will ensure efficient operation of City Government.

## 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.

## Access to Bid Opportunities

City bid opportunities are published on two internet bid distribution 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 proposals 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. [www.onvia.com/WAPP](http://www.onvia.com/WAPP)  
[www.demandstar.com](http://www.demandstar.com)

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.

Please note: Purchasing Services does not maintain 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 one or both bid networks.

## Purchasing Contacts

Office hours are from 8:00 a.m. to 4:30 p.m., Monday to Friday. Vendors may contact Brian Pittelli at [bpittelli@cityofmadison.com](mailto:bpittelli@cityofmadison.com) or Brittany O'Donnell at [bodonnell@cityofmadison.com](mailto:bodonnell@cityofmadison.com) to schedule appointments to meet with Purchasing Services.

## Agency Contacts

City Purchasing Services has the centralized function of monitoring and conducting purchasing processes to support the operations of city agencies. Please see the list below of agency contacts. Please schedule an appointment prior to visiting in person.

Department	Name	Email	Phone
Attorney	Susan Mautz	<a href="mailto:smautz@cityofmadison.com">smautz@cityofmadison.com</a>	(608) 261-9151
Civil Rights	Kate McCarthy	<a href="mailto:kmccarthy@cityofmadison.com">kmccarthy@cityofmadison.com</a>	(608) 267-1127
Clerk's Office	Jean Phelps	<a href="mailto:jphelps@cityofmadison.com">jphelps@cityofmadison.com</a>	(608) 266-4601
Engineering	Dan Badertscher	<a href="mailto:dbadertscher@cityofmadison.com">dbadertscher@cityofmadison.com</a>	(608) 266-4086
Finance	Brian Pittelli	<a href="mailto:bpittelli@cityofmadison.com">bpittelli@cityofmadison.com</a>	(608) 267-4969
Fire	Chief Mike Popovich	<a href="mailto:mpopovich@cityofmadison.com">mpopovich@cityofmadison.com</a>	(608) 266-5946
Fleet	Cathy Mott	<a href="mailto:cmott@cityofmadison.com">cmott@cityofmadison.com</a>	(608) 246-4540
Human Resources	David Pilsner	<a href="mailto:dpilsner@cityofmadison.com">dpilsner@cityofmadison.com</a>	(608) 267-2616
Library	Mark Benno	<a href="mailto:mverno@madisonpubliclibrary.com">mverno@madisonpubliclibrary.com</a>	(608) 266-9632
Metro	Rachel Mancera	<a href="mailto:rmancera@cityofmadison.com">rmancera@cityofmadison.com</a>	(608) 266-4717
Parks	Pat Hario	<a href="mailto:phario@cityofmadison.com">phario@cityofmadison.com</a>	(608) 267-1105
Police	Elise Cole	<a href="mailto:ecole@cityofmadison.com">ecole@cityofmadison.com</a>	(608) 266-4146
Streets	Mike Matheson	<a href="mailto:mmatheson@cityofmadison.com">mmatheson@cityofmadison.com</a>	(608) 267-1122
Traffic Engineering	Dennis Rowe	<a href="mailto:drowe@cityofmadison.com">drowe@cityofmadison.com</a>	(608) 266-4767
Water Utility	Karen Miller	<a href="mailto:klmiller@madisonwater.org">klmiller@madisonwater.org</a>	(608) 266-4655

Note: City Purchasing Services does not manage Public Works procurements. For questions regarding Public Works procurement, please contact Public Works at (608) 266-4620.

## Legal Requirements

- [City of Madison Standard Terms and Conditions](#)
- [Contract for Purchase of Services](#)
- [Purchase Order Conditions of Purchase](#)
- These documents as well as other legal references can be found in the [Vendor Resources](#) section of the City of Madison Purchasing Services website.

## Affirmative Action

If Contractor employs 15 or more employees and does aggregate annual business with the City of \$25,000 or more for the calendar year in which the PO and/or Contract takes effect, Contractor shall file, within thirty (30) days from the PO/Contract effective date and BEFORE RELEASE OF PAYMENT, an Affirmative Action Plan ([www.cityofmadison.com/dcr/aaFormsVS.cfm](http://www.cityofmadison.com/dcr/aaFormsVS.cfm)) designed to ensure that the Contractor provides equal employment opportunity to all and takes affirmative action in its utilization of applicants and employees who are women, minorities and/or persons with disabilities. The Model Affirmative Action Plan for Vendors, Request for Exemption form, and instructions are available at: [www.cityofmadison.com/dcr/aaForms.cfm](http://www.cityofmadison.com/dcr/aaForms.cfm) or by contacting a Contract Compliance Specialist at the City of Madison Affirmative Action Division at (608) 266-4910.

Contractor shall also allow maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this PO/Contract.

Job postings: If Contractor employs 15 or more employees, regardless of dollar amount, Contractor must notify the City of all external job openings at locations in Dane County, WI and Contractor agrees to interview candidates referred by the City or its designee. Job posting information is available at: [www.cityofmadison.com/dcr/aaJobSkillsBank.cfm](http://www.cityofmadison.com/dcr/aaJobSkillsBank.cfm).

### **Bid Thresholds**

- Under \$5,000. Best value judgment is used to purchase low dollar commodities and services.
- Between \$5,000 and \$24,999. Quotes are obtained from a minimum of three (3) vendors
- \$25,000 and up. Formal sealed bids/proposals are obtained on all purchases for goods and services. Bids/Proposals will be posted on DemandStar.com and VendorNet.

### **Purchase Methods**

#### Request for Proposals

The City uses Requests for Proposals (RFPs) in situations where price is not the only important variable; quality, schedule, project design, and service may be variables of equal or greater importance. RFPs are most often used for purchases of services greater than \$25,000. Vendor proposals are evaluated by panels made up of City staff and/or outside experts. Vendors may be asked to present their proposal or participate in an interview with the evaluation panel.

#### Request for Bids

The City uses Requests for Bids (RFBs) in situations where price is the determining factor as long as all specifications are met. RFBs are typically used for purchasing goods and/or services for which the City has a clearly defined scope of work.

#### Request for Quotes

The City uses Requests for Quotes (RFQs) for commonly available goods with exact specifications where price will be the deciding factor.

#### Informal Bids/Quotes

Informal bids are managed by the procuring Agency. Agency staff will invite vendors to bid on specific goods or services when the total amount is less than \$25,000. These bids are not posted on VendorNet or DemandStar.

#### Cooperative Purchasing Agreements

The City utilizes available state, university, federal, and national cooperative contracts at its discretion. All contracts must have been competitively bid.

#### 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.

#### Purchasing Card

The Purchasing Card (credit 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.

### **Awards**

The City will award a bid to the vendor 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.

### **Bid Summaries**

Purchasing Services will post bid summaries on DemandStar and Vendornet within a reasonable time after the bid opening. Please check the DemandStar and Vendornet websites for bid summaries and award information.

### **Key Points to Remember**

- City agencies are the principal decision makers; City Purchasing Services helps to facilitate the processes.
- The primary place to find out about solicitations will be those broadcast on Vendornet and DemandStar.
- Read the solicitation for bid carefully, and ensure your firm can comply with all of the requirements before bidding.
- The City will not consider illegible Proposals.
- Elaborate proposals (i.e., expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.
- Assisting a procuring agency in determining needs or providing specifications will not be considered a factor in final supplier selection.