

VENDOR'S GUIDE

DOING BUSINESS WITH THE CITY OF MADISON



www.cityofmadison.com/finance/purchasing

Introduction

The City of Madison (City) 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. https://vendornet.wi.gov/](https://vendornet.wi.gov/)

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 for Public Procurement (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 for Public Procurement (WAPP)** to select all current Wisconsin government agencies.

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 email purchasing@cityofmadison.com.

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	smautz@cityofmadison.com	(608) 261-9151
Civil Rights	Michaelyn Gibson	mgibson@cityofmadison.com	(608) 266-6577
Clerk's Office	Thomas Lund	tlund@cityofmadison.com	(608) 266-4601
Common Council	Liz Windsor	lwindsor@cityofmadison.com	(608) 266-4074
Employee Assistance Program	Tara Armstrong	tarmstrong@cityofmadison.com	(608) 266-6561
Engineering	Kong Vang	kjvang@cityofmadison.com	(608) 266-4430
Finance	Brian Pittelli	bpittelli@cityofmadison.com	(608) 267-4969
Fire	Brent Sloat	bsloat@cityofmadison.com	(608) 266-4777
Fleet	Brett Rosenau	brosenau@cityofmadison.com	(608) 245-3682
Human Resources	Brad Wollmann	bwollmann@cityofmadison.com	(608) 266-4961
Library	Mark Benno	mverno@madisonpubliclibrary.org	(608) 266-9632
Monona Terrace	Jeff Boyd	jboyd@mononaterrace.com	(608) 261-4012
Metro	Sara Mejia	smejia@cityofmadison.com	(608) 261-9961
Parks	Shelby Deakin	sdeakin@cityofmadison.com	(608) 267-1105
Parking Utility/ Traffic Engineering	Ed Smith	ersmith@cityofmadison.com	(608) 266-9034
Police	Amanda Rusch	arusch@cityofmadison.com	(608) 266-4146
Streets	Tamara Gloyd	tgloyd@cityofmadison.com	(608) 267-1161
Water Utility	Sarah Russell	srussell@madisonwater.org	(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

Please see all legal documents on the Vendor Resources page:

<https://www.cityofmadison.com/finance/purchasing/vendor-resources#legal>

Local Vendor Registration

The City maintains a listing of local businesses that is open to the public to view:

<https://www.cityofmadison.com/finance/purchasing/local-businesses/>.

Vendors are encouraged to register their business:

<https://www.cityofmadison.com/finance/purchasing/local-businesses/register-business/>.

Local vendors are given a preference when submitting for a formal solicitation. For RFQs and RFBs, the preference is 1%. For RFPs, the preference is 5%. Please note that any vendor can submit for any solicitation, you do not need to be local to submit.

Affirmative Action

If Contractor employs 15 or more employees and does aggregate annual business with the City of \$50,000 or more for the calendar year in which the PO and/or Contract is in effect, Contractor shall file, within thirty (30) days from the PO/Contract effective date and BEFORE RELEASE OF PAYMENT, an Affirmative Action Plan 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.

If Contractor employs 14 or fewer employees or does less than \$50,000 in aggregate annual business with the City, Contractor shall file a Request for Exemption within thirty (30) days from the PO/Contract effective date and BEFORE RELEASE OF PAYMENT.

Contractors must register an account and complete the required forms online. Information regarding the full AA Plan and AA Plan Exemptions, including a sample Affirmative Action Plan and instructions, are available at <https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/vendors-suppliers> 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: All contractors who employ 15 or more employees (regardless of the dollar amount of this contract or their annual aggregate business with the City) must notify the City of all external job openings at locations in Dane County, Wisconsin, and agree to interview candidates referred by the City or its designated organization. Job posting information is available at: <http://www.cityofmadison.com/civil-rights/programs/referrals-and-interviews-for-sustainable-employment-raise-program>. Instructions for contractors: http://www.cityofmadison.com/civil-rights/documents/RaISE_Job_Posting_Instructions.pdf

Vendor Access

The City of Madison has begun using Vendor Access, an enhanced service to our vendors. The Vendor Access program will provide you with access to key information and business records while streamlining the accuracy of the data.

Vendor Access will grant online account access with the ability to:

- View purchase orders, invoices and 1099 data
- Track payment processing and check issuance
- Maintain and update general business information

You can access the registration page at <https://cityofmadisonwi.tylerportico.com/va/vendor-access> and follow the instructions provided. A confirmation code will be automatically emailed as part of the registration process to the email address we have on record. To update that email on file, please email vendorsupport@cityofmadison.com. You will need your Federal ID number in addition to your vendor number to link to your vendor record.

Bid Thresholds

- Under \$25,000. Best value judgment is used to purchase low dollar commodities and services.
- Between \$25,000 and \$75,000. Quotes are obtained from a minimum of three (3) vendors. One quote must come from Equitable Purchasing (<https://www.cityofmadison.com/finance/purchasing/equitable-purchasing-resources>) and one quote from a local vendor (<https://www.cityofmadison.com/finance/purchasing/local-businesses>).

- \$75,000 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 \$75,000. 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.

Request for Qualifications

At times the City will utilize a Request for Qualifications. This purchasing method is primarily used when cost will not be considered until the very end of the process. Alternatively, there is a set fee amount that will be paid to the winning vendor. This method is rarely used but does happen from time to time.

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 \$75,000. 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 broadcasted on Vendornet and DemandStar.
- Read the solicitation for bid carefully and ensure your firm can comply with all of the requirements before bidding.
- 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.
- The majority of bids are now being submitted electronically. If physical copies are needed by the City of Madison, it will specifically be noted in the solicitation.