



REQUEST FOR BID OR PROPOSAL PROCESS

Wisconsin Statutes and Wisconsin Administrative Code require that procurements of \$50,000 or more require written, public, competitive sealed bids/proposals if not an approved sole source, resale purchase, or approved cooperative purchase. Public Construction, where the total cost exceeds \$25,000, shall be accomplished through a public competitive bid.

The Request for bid/proposal process requires the preparation of documents, which include written specifications that fully describe the goods or services you want to procure. The Madison College Purchasing Department facilitates the BID/RFP process. Please schedule a meeting to discuss your procurement request and plan on 6 to 8 weeks for completion.

Purchasing utilizes an online tool called [Demandstar](#) for public notification and posting the request for bids and proposals. Potential vendors may register free, when utilizing our WTCS/WAPP website. Suppliers are required to use Demandstar in order to participate in a Madison College Request for Bid or Request for Proposal.

Writing Bid Specifications:

You will need to provide the Purchasing Department with specifications for the product or service using the following guidelines:

Specifications should be non-manufacturer specific to allow for competition.

Suppliers who draft or develop specifications for departments will be excluded from the procurement process to eliminate unfair competitive advantage.

Specifications should be described in precise terms or words. All abbreviations and acronyms must be defined in the bid document.

All measurements, dimensions, gauges, capacities, size designations, volumes, temperatures, grades, ratings, etc. should be specified in accordance with established precedent and trade practices. If required, submit blueprints, drawings, graphs, etc.

Maintenance requirements.

Special conditions of bid (delivery time, installation, etc.).

Warranty requirements.

Trade In/Equipment disposal, if applicable.

If you have any questions regarding specification writing, time lines, DemandStar and the BID/RFP process, please contact [Purchasing](#) for support.