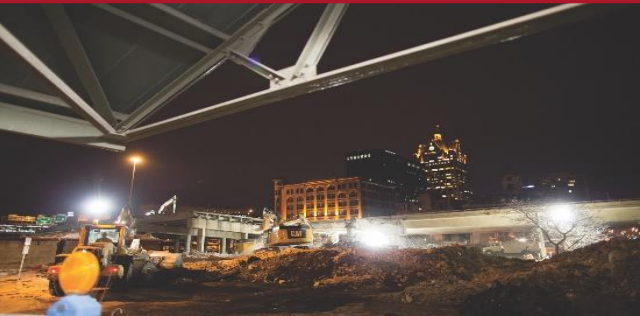




# Sales Opportunities in the City of Madison, Waukesha County and Walworth County Government Markets – Webinar Plus Buyer Meetings

November 9, 2021



11/9/2021

# ABOUT WPI SUPPORTING THE MISSION

**Celebrating 34 Years of  
serving Wisconsin Business!**



# **Assist businesses in creating, developing and growing their sales, revenue and jobs through Federal, State and Local Government contracts.**

- **INDIVIDUAL COUNSELING** – At our offices, at client’s facility or via telephone/GoToMeeting
- **SMALL GROUP TRAINING** – Workshops and webinars
- **CONFERENCES** to include one on one or roundtable sessions

**Last year WPI provided training at over 100 events and provided service to over 1,200 companies**



*WPI is a Procurement Technical Assistance Center (PTAC) funded in part by the Defense Logistics Agency (DLA), WEDC and other funding sources.*





www.wispro.org

Search ...

BLOG SERVICES ABOUT **CLIENT PORTAL** SPONSORSHIP CONTACT

WPI Wisconsin Procurement Institute  
A Procurement Technical Assistance Center (PTAC)

EVENT CALENDAR FEDERAL GOVERNMENT STATE & LOCAL GOVERNMENT GRANTS SUCCESS & AWARDS FAQs

**CURRENT EDITION OF THE WPI NEWSLETTER**

**www.wispro.org**

**UPCOMING EVENTS**

- WED 21** Acquisition Hour: Government Property Management for Federal Contractors and Subcontractors  
August 21 @ 12:00 pm - 1:00 pm
- THU 22** Advancing Cybersecurity in the Industry, Energy, Water Nexus – Oshkosh, WI  
August 22 @ 9:00 am - 3:00 pm  
Oshkosh WI
- THU 22** NDIA Great Lakes Chapter 10th Anniversary – Milwaukee, WI  
August 22 @ 12:30 pm - 7:30 pm  
Brookfield Wisconsin
- SEP 11** Acquisition Hour: The End of the Fiscal Year is Here – What is Hot and What is Not  
September 11 @ 12:00 pm - 1:00 pm

View More...

**CURRENT OPPORTUNITIES (1)**

**GET STARTED WITH THE BASICS**  
Questions & answers on how to get started.

**SIGN-UP FOR OUR NEWSLETTER**  
Stay up-to-date with the latest WPI news.

**HAVE A QUESTION? WE'RE HERE TO HELP.**  
One of our staff of experts is available to answer your questions.

GET STARTED SIGN UP GET HELP

# AGENDA

# WHAT ARE WE GOING TO TALK ABOUT TODAY

- What & how the agencies buy
- How the agencies announce opportunities
- First Steps – registrations, certifications, other requirements
- Provisions for non-performance /Force Majeure

# AGENCIES

- City of Madison
- Walworth County
- Waukesha County

# POLL

# CITY OF MADISON



# Brittany Garcia

**Buyer 2; City of Madison**

I'm Brittany Garcia and I am a Buyer 2 for the City of Madison. The beginning of my career was spent in the private sector. After deciding to make the switch to public procurement, I have enjoyed melding the two experiences together. I believe developing strong relationships with both vendors and City staff, is key to a transparent and fair process. I am hoping that today's presentation can help kick start some of those positive interactions.

# Wisconsin Procurement Institute

Sales Opportunities in the City of Madison

# Vendor's Guide to Doing Business with the City of Madison

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

# Local Purchasing Preference

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

Registering your local business provides several benefits for you and your business:

- Free marketing — this directory is used by City of Madison agencies in selecting vendors to purchase from, and may also be accessed by the general public.
- Responses to formal solicitations by the City will be given preference points if the responder is registered as a Local Business. For Request for Quotations and Request for Bids, there is a 1% preference given: if a local vendor submits a bid within 1% of the lowest non-local bidder, the purchase is awarded to the local vendor. For Request for Proposals, a bonus of 5% is added to the total score for all registered local vendors
- The qualifications to be identified as a local business are detailed in the link listed above.

# City of Madison Purchasing Thresholds

- Less than \$10k – PO's or Purchase Card
  - Best Judgment at the agency level
- \$10k-49,999 – PO and 3 quotes required
  - Formal bid every 3-5 years for yearly ongoing purchases
- \$50k and over – PO and Formal Bid
  - Bids are posted to Demandstar and Vendornet (commodity code used to notify vendors)
  - Bids emailed to specific vendors at agencies request
  - Contract entered between City and winning vendor

# DemandStar and VendorNet

- <https://network.demandstar.com/>
- <https://vendornet.wi.gov/Login.aspx>

# Equitable Purchasing Resources

- <https://www.cityofmadison.com/finance/purchasing/equitable-purchasing-resources>
- We encourage any targeted business enterprises to contact the Dept of Civil Rights about getting registered with the City
  - Kirsten Donkle
    - [kdonkle@cityofmadison.com](mailto:kdonkle@cityofmadison.com)
    - 608-267-1127
- City agencies are encouraged to review these lists before making p-card purchases

# Public Surplus

- <https://www.publicsurplus.com/sms/browse/home>
- City agencies use Public Surplus to list and sell goods we no longer plan to use. Everything from vehicles to snowblowers can be found listed here.

# WALWORTH COUNTY



# Vanessa Mann

## Senior Buyer; Walworth County

Vanessa Mann has been with Walworth County since 2007 and has worked in Purchasing since 2012 and is currently a Senior Buyer. She primarily supports purchases and contracting for the Department of Public Works with projects for road and building construction, maintenance and various related commodities. She strives for continuous improvement to bring more value to public procurement and serve the community. Vanessa is a member of The Institute for Public Procurement (NIGP), Wisconsin Association for Public Procurement (WAPP) and Value for Local Government (VALUE) with certifications for NIGP Certified Procurement Professional (NIGP-CPP) and Certified Professional Public Buyer (CPPB).

# How to do Business with Walworth County

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November 9, 2021

Presented By: Vanessa Mann, Senior Buyer





# What & How County Buys

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# County Departments/Functional Services

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- Child Support Services
- Clerk of Circuit Court
- Corporation Counsel
- County Administrator
- County Clerk
- District Attorney
- Emergency Management
- Family Court Commissioner
- Finance
- Health & Human Services
- Human Resources
- Information Technology
- Lakeland Healthcare Center
- Lakeland School
- Land Use and Resource Management
- Medical Examiner
- Public Works
- Purchasing
- Register in Probate
- Register of Deeds
- Sheriff's Office
- Treasurer
- University of Wisconsin Extension
- Veteran Service Office
- Volunteer Services

<https://www.co.walworth.wi.us/35/Departments>

# Sourcing Selection Methods

	Aggregate Dollar Limit	Sourcing Selection Method
Informal	\$4,999 or less	Best Judgement
	\$5,000 to \$24,999	Request for Quotation
Formal	\$25,000 or more	Request for Bid or Request for Proposal Request for Qualification
Exceptions to Standard Sourcing Methods	Ordinance Exemptions; Cooperative Procurement; Waiver of Competition; or Emergency Procurement	



# How County Distributes Formal Opportunities

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# DemandStar

- The County utilizes DemandStar to post our formal solicitations
- To view County's formal solicitation listing:
  - Under "Doing Business with Walworth County" on County's Website
    - <https://www.co.walworth.wi.us/360/Doing-Business-with-Walworth-County>
    - Click on link under *Current Bids & Proposals* section

## **Doing Business with Walworth County**

### **Current Bids & Proposals**

As a public agency, the Walworth County Procurement Division welcomes the participation of vendors in the open procurement process for Walworth County contracts.

As part of the Wisconsin Association of Public Procurement (WAPP), Walworth County is posting request for bids and request for proposals online with DemandStar.

Current [Walworth County Bids and Proposals - DemandStar](#).

- The listing, which is hosted by DemandStar shows up.

The screenshot shows the DemandStar website interface. At the top left is the DemandStar logo. To the right are navigation links for 'For Business', 'For Government', and 'eBidding'. Further right are 'Sign In' and 'Sign Up' buttons; the 'Sign Up' button is circled in red. Below the navigation is a banner image of autumn leaves. On the left of the banner is the Walworth County WI logo. On the right of the banner is a red text warning: 'Do not sign up as a vendor on this screen, as you will not receive access to our documents at no cost.' Below the banner, the page title is 'Current procurement opportunities for Walworth County WI, WI'. There are two procurement listings:

Procurement Title	Status
<b>Inmate Video Visitation, Phone, Commissary, Communication, and Money Management System</b> Walworth County WI, Elkhorn, WI ID: RFP-20-089-0-2020/PB      Due: 11/05/2020      Broadcast: 09/24/2020      #Planholders: 15	Active
<b>Employee Service Recognition Awards Program</b> Walworth County WI, Elkhorn, WI ID: RFP-20-068-0-2020/AB      Due: 10/09/2020      Broadcast: 09/17/2020      #Planholders: 19	Awarded



# Registering as a Vendor

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# Registering as a Vendor with DemandStar

- Under “Doing Business with Walworth County” on County’s Website
  - <https://www.co.walworth.wi.us/360/Doing-Business-with-Walworth-County>
  - Click on link under *Vendor Registration* section

## **Vendor Registration**

Businesses wishing to download bid documentation for all current listed opportunities are encouraged to [register as a vendor with Demandstar.](#)

By registering online, you will be able to download the procurement documents for each opportunity posted. Once registered, you will also be able to:

- Receive alerts when new opportunities are posted
- Receive notices regarding updates and addenda issued for postings you have downloaded
- Maintain your account information
- Update your notification preferences
- Free access to procurement opportunities from all WAPP members on the DemandStar Network

Vendors are encouraged to familiarize themselves with [Walworth County Ordinances.](#)

- Fill out information on DemandStar's *WAPP Registration* page to create a "Sign In" Account

**DEMANDSTAR** For Business For Government [Sign In](#) [Sign Up](#)

### WAPP Registration

**Subscriber General Information**

**WAPP Notification Sign-up**

By signing up for WAPP (Wisconsin Association of Public Purchasers), you will receive notification from the following DemandStar agencies within Wisconsin:

- > Blackhawk Technical College
- > Brown County Purchasing
- > Chippewa Valley Technical College
- > City of Altoona
- > City of Eau Claire
- > City of Green Bay
- > City of Madison - Purchasing Services
- > City of Oshkosh
- > City of Racine Purchasing
- > City of Sun Prairie
- > Columbia County, WI
- > De Pere Housing Authority
- > De Pere School District
- > Eau Claire Area School District
- > Eau Claire County - Purchasing Department
- > Fond Du Lac
- > Fox Valley Technical College
- > Gateway Technical College
- > Green Bay Area Public School District

**First Name**  
First Name

**Last Name**  
Last Name

**Email**  
Email

**Phone**  
Phone

**Company Name**  
Company Name

**Address 1**  
Address 1

**Address 2**  
Address 2 (optional)

**Country**  
United States of America

**Zip/Postal Code**  
Zip/Postal Code

**State/Province**  
Select...

**County**  
Select... (optional)

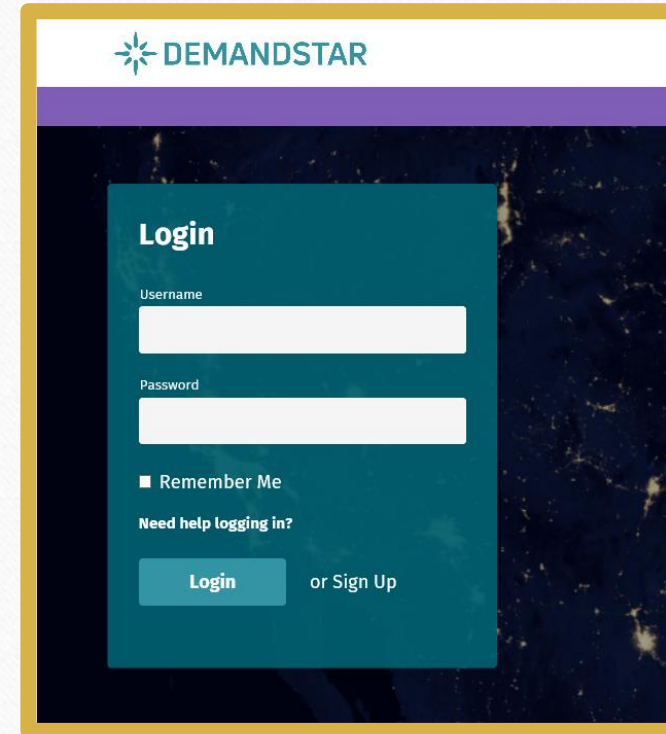
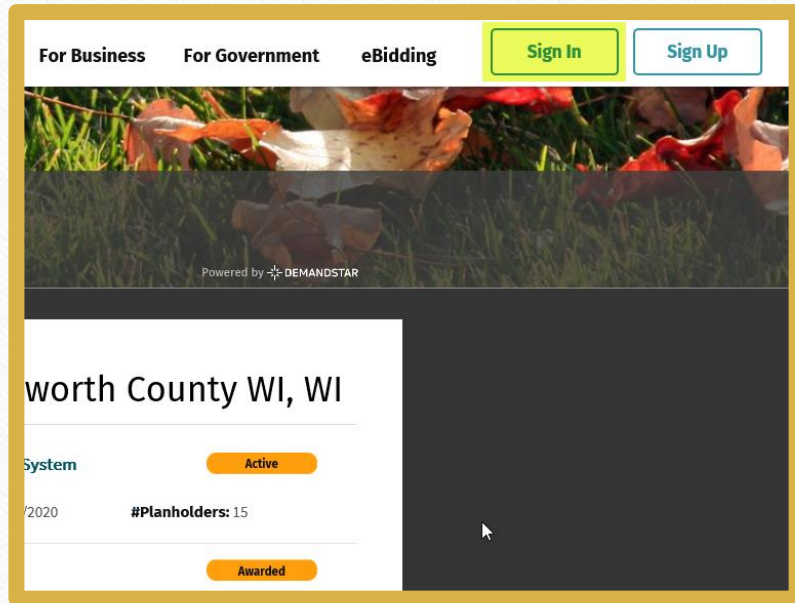
**City**  
City

**Phone Number**  
Phone Number

**Website**  
Website (optional)

[Cancel](#) [Submit](#)

- You will receive notification of applicable opportunities, through DemandStar, for Walworth County based upon commodity codes selected by you and entered by the County when setting up the opportunity.



- After your account has been set up and confirmed by DemandStar you can Sign In/Login from our current procurement opportunities page or at <https://network.demandstar.com/>



# Certifications and Other Requirements

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# County Standard Terms and Conditions

- Walworth County "Standard County Terms and Conditions" apply to all transactions where the County acquires goods, services or both. These can be viewed at the following link: [Standard Terms and Conditions \(PDF\)](#).
- When a Purchase Order is issued by Walworth County for acquired goods, services or both, the County's "Standard Terms and Conditions for Purchase Orders" are made part of, and incorporated into the Purchase Order. These can be viewed at the following link: [Standard Terms and Conditions for Purchase Orders \(PDF\)](#).
- Walworth County often enters into other forms of contracts with Vendors (Goods and Services, Professional Services, Master Service Agreement, AIA, etc.), terms and conditions of these contracts must also be followed.

# Certificate of Insurance

- Vendors who supply goods, services or both to Walworth County are required to carry certain levels of insurance in order to do business with the County. Vendors who do business with Walworth County must provide current insurance certificates, sometimes listing Walworth County as additionally insured.
- Insurance certificates should be be emailed to the County purchasing agent (Buyer, Senior Buyer) upon acceptance of a purchase order or contract.

# Vendor Debarment

- Vendors who supply goods, services or both to Walworth County must certify through signing any contract or providing any goods or services that neither the Contractor nor any of its principals are on a state or federal government list of debarred contractors.
- Examples of state and federal government debarment searches the County performs:
  - Federal Government - System for Award Management (SAM)
  - Debarred, suspended and ineligible contracts Wisconsin Department of Transportation (WisDOT)

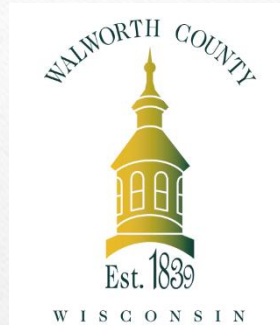
# Minimum Qualifications and Responsible Vendors

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- Each of our solicitations clearly identifies minimum vendor qualifications and requirements.
- Some examples are as follows:
  - Licensed and incorporated to do business in the State of Wisconsin
  - Adequate financial resources
  - Certifications and licenses
  - Experience
  - Satisfactory performance record
  - Nondiscrimination / affirmative action

# Force Majeure Clause

- **FORCE MAJ EURE:** Neither party shall be in default by reason of any failure in the performance of this agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.



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Walworth County, Wisconsin

Purchasing Website: <https://www.co.walworth.wi.us/359/Purchasing>

Email inquiries: [purchasing@co.walworth.wi.us](mailto:purchasing@co.walworth.wi.us)

# WAUKESHA COUNTY



# Catherine Martin

## Senior Buyer; Waukesha County

Catherine Martin is a Senior Buyer for Waukesha County. She has been with the County for 8 years. Prior to Waukesha County, she was a Senior Buyer for the University of Wisconsin – Milwaukee for 3 years. In addition, she worked for 7 years as a Purchasing Manager in the private sector.

Catherine has an Associate Degree in Materials Management and a Bachelor Degree in Management with a concentration on Business Administration. Catherine is also a Certified Public Procurement Buyer (CPPB) through the Universal Public Procurement Certification Council (UPPCC) and a Certified Procurement Professional through the National Institute for Public Procurement (NIGP).



# DOING BUSINESS WITH WAUKESHA COUNTY

Presented By: Catherine Martin, CPPB, NIGP-CPP  
Senior Buyer

# WHAT WE BUY & HOW WE GO ABOUT BUYING IT

## What We Buy

- Over \$30 million per year in products & services
- Vast variety (i.e. goose poop management, deer carcass pick up, financial services, construction services, PPE, etc.)
- For a complete list & buyer contact information:

<https://www.waukeshacounty.gov/administration/purchasing/purchasing-buyers/>

## How We Buy It

- Quotes (under \$5,000)
- Request for Bid – Informal (\$5,000 - \$49,999)
- Request for Bid – Formal (\$50,000+)
- Request for Proposal
- Cooperative Purchasing
- Piggyback Purchasing (i.e. State of Wisconsin, State of Minnesota, GSA Advantage, Omnia Partners, etc.)

PURCHASING BUYERS		
Professional Buyers are assigned to specific commodities and services, as outlined below, so as to provide expertise and continuity throughout the procurement process. The Buyer should be your point of contact during any bid or solicitation process and to answer any questions you may have about the Procurement Process.		
<b>COMMODITIES BY BUYER - 2019</b>		
COMMODITY ASSIGNMENTS per Buyer (Effective 10-15-19)		
Kuhn, Matt (MK) - Principal Buyer, (262)548-7889, mkuhn@waukeshacounty.gov		
Martin, Catherine, CPPB (CM) - Senior Buyer, (262)896-8384, clmartin@waukeshacounty.gov		
Mesheski, Lisa (LM) - Buyer, (262)896-8036, lmesheski@waukeshacounty.gov		
Wenzel, Kay (KW) - Senior Buyer, (262)896-8035, kwenzel@waukeshacounty.gov		
COMMODITY CATEGORY	DESCRIPTION	BUYER
ADVERTISING	Advertising	LM
AIRPORT SERVICES	Fixed Base Operator Service (FBO), Tower Control	MK
APPLIANCES	Dryers, Food Warmers, Freezers, Ice Machines, Maintenance of Equipment, Microwaves, Portable Dehumidifiers, Refrigerators, Washers	LM

### Purchasing

- Purchasing Home Page
- Purchasing Overview
- Purchasing Buyers
- Vendor Registration
- Bids/RFPs Overview
- Bids/RFPs
- Surplus Property

# HOW OPPORTUNITIES ARE ANNOUNCED

- Waukesha County Purchasing Website: [https://purchasing.waukeshacounty.gov/bids\\_list.aspx](https://purchasing.waukeshacounty.gov/bids_list.aspx)

web browsers i.e. Chrome, Firefox, etc., can result in problems like repeated error messages and failure to download or open documents.

## Bids - Pending (pg 1 of 1)

<a href="#">Bid Number</a>		<a href="#">Due Date*</a>	<a href="#">Buyer Initials</a>	<a href="#">Description</a>	<a href="#">Status</a>
<a href="#">21003</a>	●	11/10/2020 10:30 AM	KW	Truck Equipment, Light Duty	Pending
<a href="#">20023</a>		11/10/2020 10:30 AM	MK	HAVIS Screen Supports & Cradles	Pending
<a href="#">21001</a>		11/12/2020 10:30 AM	MK	Water Treatment Chemicals	Pending
<a href="#">2103</a>		11/17/2020 10:30 AM	MK	Golf Cars	Pending
<a href="#">20024</a>	●	11/17/2020 10:30 AM	MK	Zix Gateway Corporate License Support Renewal	Pending

Previous Bids Next Bids

## Proposals - Pending (pg 1 of 1)

No Proposals Found

>> Waukesha County accepts no responsibility for information received from other sources. <<

- The Freeman – Waukesha County & Greater Milwaukee Area Newspaper
- Budget Book – Identifies key Capital Projects for upcoming budget year

# SUGGESTED FIRST STEPS FOR POTENTIAL SUPPLIERS

Action Steps	
1	<p><b>Register as a Vendor on Purchasing Website</b> – Registration instructions can be found here: <a href="https://www.waukeshacounty.gov/administration/purchasing/vendor-registration/">https://www.waukeshacounty.gov/administration/purchasing/vendor-registration/</a></p> <ul style="list-style-type: none"><li>• Email alerts</li><li>• Respond electronically</li></ul>
2	<p><b>Register to do Business With the State of Wisconsin Department of Financial Institution</b> – Information on how to register can be found here: <a href="https://www.wdfi.org/corporations/foreign_entities.htm">https://www.wdfi.org/corporations/foreign_entities.htm</a></p> <ul style="list-style-type: none"><li>• Within 10 business days from date of award.</li></ul>
3	<p><b>Get Solicitation Responses in on Time</b> – County is strict on deadline.</p> <ul style="list-style-type: none"><li>• 1 minute late = removed from consideration</li><li>• If hand delivering, allow enough time to get through security &amp; COVID-19 screening.</li><li>• Time &amp; date stamped upon hand delivery.</li></ul>

# COUNTY'S PROVISIONS FOR NON-COMPLIANCE & FORCE MAJEURE

## NON-PERFORMANCE

If, through any cause, the CONTRACTOR shall **fail to fulfill in a timely and proper manner its obligations** under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the **COUNTY shall have the right to terminate** this Contract **by giving written notice** to the CONTRACTOR of such termination delivered pursuant to Section XXIV. The written notice shall be provided to the CONTRACTOR **at least five (5) days before the effective date of such termination**. **COUNTY may permit the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract if the breach is amenable to a cure**. COUNTY shall not unreasonably withhold such permission.

In the event of termination, **all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services** prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, **become the property of the COUNTY**.

Notwithstanding the above, the **CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach** of this Contract by the CONTRACTOR, and the COUNTY may **withhold any payments** to the CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR is determined.

# COUNTY'S PROVISIONS FOR NON-COMPLIANCE & FORCE MAJEURE

## FORCE MAJEURE

A. If the performance of any part of this Contract by CONTRACTOR is **delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies** (a “Force Majeure Event”), CONTRACTOR shall **immediately give notice to the COUNTY** of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of **nonperformance exceeds twenty-one (21) days from the receipt of notice** of the Force Majeure Event, the **COUNTY may, by giving written notice, terminate this Contract.**

B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of a Force Majeure Event, the **COUNTY shall immediately give notice to the CONTRACTOR** of the nature of such conditions **and the expected date that compensation will be made.** **Section 66.0135 Wisconsin Statutes shall not apply to any late payment** by COUNTY due to circumstances under this paragraph.



# Thank You

Catherine Martin, CPPB, NIGP-CPP  
262-896-8384  
clmartin@waukeshacounty.gov  
[www.waukeshacounty.gov](http://www.waukeshacounty.gov)



# UPCOMING TRAINING - EVENTS

# ACQUISITION HOUR LIVE WEBINAR SERIES

November 16, 2021

## **Preparing to Meet with a Government Buyer – The Elevator Pitch**

[CLICK HERE](#) for additional information

Presented by Kim Garber, Wisconsin Procurement Institute, and Mark Dennis, Wisconsin Procurement Institute



**GREEN BAY PACKERS  
MENTOR-PROTÉGÉ  
PROGRAM**

**November 16, 2021**

**2 – 4 PM, In Person at Lambeau Field**

**Registration open at**

**[www.wispro.org/event/green-bay-packers-mentor-protege-networking-event/](http://www.wispro.org/event/green-bay-packers-mentor-protege-networking-event/)**



**The  
Contracting  
Academy**

*Developing and Growing  
Government Contractors*

# December 7-9, 2021

Registration now open at  
[www.marketplacewisconsin.com/](http://www.marketplacewisconsin.com/)

# CYBER FRIDAY LIVE WEBINAR SERIES

- **November 19, 2021**  
*Understanding the Cloud* [More info](#)
- **December 3, 2021**  
*Cybersecurity Information – Tools, Resources and Keeping Current* [More info](#)
- **December 17, 2021**  
*Ransomware* [More info](#)

## PRESENTED BY



A Procurement Technical Assistance Center (PTAC)



# PRESENTED BY

**Wisconsin Procurement Institute (WPI)**

[www.wispro.org](http://www.wispro.org)

**Ben Blanc**

**Wisconsin Procurement Institute (WPI)**

[benjaminb@wispro.org](mailto:benjaminb@wispro.org) | 414-270-3600

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