



# Doing Business with Dane County



2024

# Purchasing Division Staff

## Controller

- ▶ Chuck Hicklin

## Purchasing Manager

- ▶ Pete Patten

## Purchasing Officers

- ▶ Megan Rogan
- ▶ Hazel Schuster

[www.danepurchasing.com](http://www.danepurchasing.com)

# Purchasing Officer Commodity Areas

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<b>Armored Car Services</b>	<b>Equipment</b>	<b>Appliances</b>	<b>Safety Supplies &amp; Equipment</b>	<b>Animal Bedding</b>	<b>Leases</b>
<b>Building Supplies &amp; Services</b>	Compressors/Generators	Kitchen	<b>Security Supplies &amp; Services</b>	<b>Cleaning</b>	Agricultural Leases
Asbestos Abatement	Construction Equipment	Laundry	Card Readers	Custodial Services	Human Services – POs Only
Electrical Supplies	Mowers	Maintenance/Repairs	Door Services & Locks/Keys	Janitorial Supplies	Real Estate – POs Only
Fencing Supplies	Outdoor Warning Sirens	<b>Bedding Supplies/Mattresses</b>	Security Camera & Systems	Mat Rental Services	<b>Legal/Court Services</b>
Gas Detection Calibration	Rentals	<b>Carpet/Floor Coverings</b>	Security Guard Services	<b>Clothing</b>	DA's Office - On-Call Services
Generator Maintenance	Tools – Hand & Power	<b>CDBG RFPs</b>	<b>Technology</b>	Uniforms & Uniform Rental	Guardian Ad Litem
Gravel/Concrete/Asphalt	Tractors	<b>Energy, Solar &amp; Climate</b>	Aerial Photography/Mapping	Footwear	Law Library
HVAC Supplies	<b>Fire Services</b>	<b>Furniture</b>	A/V Equipment and Systems	<b>Cultural Affairs Contracts</b>	Collections Service
Painting Services	Fire Alarm Systems	Chairs, Desks & Office	Cable/Internet Services	Dane Arts	<b>Office Supplies</b>
Parking Stall Striping	Fire Extinguisher Inspections	Office Remodels (FF&E)	Cell Phone Services	<b>Driver's Ed Scholarships</b>	<b>Playground/Sports/Fitness Equip.</b>
Paving Services	Fire Sprinkler Systems	<b>Language &amp; Translation Services</b>	Computer Hardware	<b>Food</b>	<b>Runway De-Icer</b>
Plumbing Supplies	<b>Fuels, Gas, Diesel, Propane</b>	<b>Laundry and Linen Services</b>	Computer Software	CFS (Coffee, Bakery, Dairy, etc.)	<b>Signs</b>
Water Softener Salt	<b>Public Works Projects – POs Only</b>	<b>Law Enforcement Equipment</b>	Computer Printers	Zoo (Animal Food)	<b>Vehicles &amp; Boats &amp; Trailers</b>
Water Treatment	<b>Waste Collection Services</b>	Ammunition	Fiber Builds	<b>Funeral Home Conveyance Services</b>	ATVs
Welding Supplies	Deer Pickup/Disposal	Jail Electronic Monitoring	Network Equipment	<b>Grounds Maintenance</b>	Boats & Motors
Window Washing	E-Waste	Protective Gear & Supplies	Radio Equipment	County Parks Maintenance	Cars & Trucks
<b>Consulting Services</b>	Hazardous Waste	<b>Marketing Services/Advertising</b>	Telecomm Equip & Services	Firewood Bundles	Lubricants
Auditing Services	Pet Waste Bags	Video Production	<b>Programs</b> Surplus & Obsolete Items	Landscaping	Maintenance and Repairs
Banking Services	Portable Toilet	<b>Medical Services, Supplies &amp; Equip</b>		Mowing Services	Specialty Vehicles
Elevator Services	Refuse Hauling	Pharmaceutical Services		Nursery Stock (Trees)	Tires and Tire Repair
Engineering Services	RNG Plant Products/Services	Psychiatric Services		Snow Removal Services	Trailers
Legal Services	Septic Pumping	Drug and Alcohol Testing		Seed	
<b>COVID Supplies &amp; Services</b>		Medical Vending Services		<b>Highway Cost Share Projects - POs Only</b>	
<b>Elevators &amp; Escalators</b>		<b>Moving Services</b>		<b>Highway Supply Bids</b>	
<b>Employee Benefits</b>	<b>Programs</b>	<b>Pest Control Services</b>		<b>HS Contracts - POs only</b>	
Dental Insurance	Amazon	<b>Printing and Services</b>		<b>Land Services</b>	
Employee Assistance Program	Home Depot/Menards	Copiers & Printers		Appraisals	
Employee Flex Spend	OpenGov	Printing and Forms	Remonumentation Services		
Health Insurance		Paper and Envelopes	Surveying		

# Goal of the Purchasing Division

- ▶ To procure goods and services required for the operation of Dane County government at the lowest possible cost to the taxpayer, while maintaining the fairness and integrity of public purchasing laws and policies.



# Governing Rules for County Purchasing

- ▶ Dane Co. Ordinances **Chapter 25** for regular goods and services.
- ▶ Dane Co. Ordinances **Chapter 40 and State Statutes** for public works projects.
- ▶ Supplemented by operating procedures.

# Important Purchasing Thresholds

- \$13,000 or less
  - ▶ Requires no formal solicitation (~~3 quotes~~/RFB/RFP)
  - ▶ No contracts required
  - ▶ 1 quote is required
- \$13,001 - \$43,999
  - ▶ Requires a minimum of 3 quotes
  - ▶ A contract is required for services
  - ▶ A purchase order is required
- \$44,000 and over (\$25,000 for Public Works)
  - ▶ Requires a sealed bid through Purchasing (RFB/RFP process)
    - ▶ A cooperative contract can be utilized (Sourcewell, State of WI, etc.)
  - ▶ A contract is required for services
  - ▶ A purchase order is required
- Thresholds may change at any time (just changed in January 2023)

# **RFB** (Request for Bid) **vs.** **RFP** (Request for Proposal)

- ▶ The evaluation of a **RFB** is almost exclusively based on the price offered by a vendor that meets a set of specifications.
- ▶ **RFPs** use multiple categories or criteria to evaluate an entire proposal - cost is only one of the evaluation categories.

## **BIDS are used to procure goods and services such as:**

- Native Seeds
- Highway Supply Products
- Equipment
- Snow Removal Services
- Grounds Maintenance
- Gravel & Aggregate Materials
- Food
- Etc.

## **RFPs are used to procure services such as:**

- Engineering Services
- Advertising Services
- Technology Consulting
- Bridge Inspections
- Elevator Maintenance
- Etc.

# Bid Waivers & Cooperative Contract Purchasing

- ▶ Bid Waivers
  - ▶ Emergency Purchases
  - ▶ Single Vendor that can provide good/service
  - ▶ Unique and specific technical qualifications
  - ▶ Unique buying opportunity
  - ▶ Intergovernmental or Cooperative Purchasing (see below)
  
- ▶ Cooperative Contract Purchasing
  - ▶ Omnia Partners (formerly US Communities), UW-Madison Contracts, State of WI Contracts (vendornet), Sourcewell, etc.
  - ▶ Using a cooperative relieves the 3 quote or RFB/RFP requirements
  - ▶ **MAKE SURE THE QUOTE/PROPOSAL REFERENCES THE COOPERATIVE CONTRACT NUMBER (ie: “Per UW Contract 21-8765”)**

# Public Works Projects/Contracts

- ▶ Directed by WI State law (state statutes)

- ▶ 59.52(29), Wis. Stats

All public work, **including any contract for the construction, repair, remodeling or improvement of any public work, building,** or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000 shall be let by contract to the lowest responsible bidder.

Public Works projects include building renovations, new buildings, architectural/engineering services, building system repairs or replacement, etc. and will almost always run through the Public Works Department, not Purchasing.

# Local Purchasing Preferences

- ▶ Dane County has 2 forms of purchasing preferences within its purchasing ordinance.
- ▶ 1. **Local Content Vendor Preference**
  - ▶ Production based preference (typically only for products)
    - ▶ Dane County-Made
    - ▶ Regionally-Made
    - ▶ Wisconsin-Made
- ▶ 2. **Local Vendor Preference**
  - ▶ Location based preference
    - ▶ Locally Based & Owned Vendor
    - ▶ Locally Operated Vendor
    - ▶ Non-Locally Operated Vendor

# Local Content Vendor Preference (Criteria)

## ▶ Dane County Made Criteria

- ▶ 1. An article that is manufactured, mined, produced or grown in Dane County and;
- ▶ 2. Over 50% of the total cost of its components are made in Dane County.

## ▶ Regionally Made Criteria

- ▶ 1. An article that is manufactured, mined, produced or grown in one of the following counties: Dane, Columbia, Dodge, Green, Iowa, Jefferson, Rock, or Sauk and;
- ▶ 2. Over 50% of the total cost of its components are made in one of the following counties: Dane, Columbia, Dodge, Green, Iowa, Jefferson, Rock, or Sauk.

## ▶ Wisconsin Made Criteria

- ▶ 1. An article that is manufactured, mined, produced or grown in the State of Wisconsin and;
- ▶ 2. Over 50% of the total cost of its components are made in the State of Wisconsin.

- ▶ **NOTE:** “Component”, as referenced above, means an article, materials, or supply incorporated directly into a finished product.

# Local Content Vendor Preference (How it works)

- ▶ A bidder offering Dane County-Made Goods will be considered the successful bidder if their price is up to **15%** higher than the low bid for goods that are not Dane County-Made Goods. If no vendors meet this criteria, then the County will determine if any bidder is offering Regionally-Made Goods.
- ▶ If so, then such a bidder will be considered successful if their price is up to **12.5%** higher than the low bid for goods that are not Regionally-Made Goods. If no vendors meet this criteria, then the County will determine if any bidder is offering Wisconsin-Made Goods.
- ▶ If so, that bidder will be considered successful if their price is up to **10%** higher than the low bid for goods that are not Wisconsin-Made Goods. If no vendors are offering Dane County-Made, Regionally-Made, or Wisconsin-Made Goods, then the County will evaluate the low bid without regard to the content of the goods.

# Local Vendor Preference (Criteria)

## ▶ Locally Based and Owned Vendors

- ▶ 1. Your business or corporate headquarters is physically located in Dane County and;
- ▶ 2. Your business owners or shareholders totaling more than 50% of ownership live in Dane County and;
- ▶ 3. Your business is registered and authorized to do business in the State of Wisconsin.

## ▶ Locally Operated Vendors

- ▶ 1. Your business is registered and authorized to do business in the State of Wisconsin and;
- ▶ 2. Your business has an established place of business within Dane County.

## ▶ Non-Locally Operated

- ▶ 1. Your business is registered and authorized to do business in the State of Wisconsin and;
- ▶ 2. Your business has an established place of business in one of the following Wisconsin Counties: Columbia, Dodge, Green, Iowa, Jefferson, Rock, or Sauk

- ▶ **NOTE:** A post office box address does not qualify a vendor as a Locally Operated Vendor.

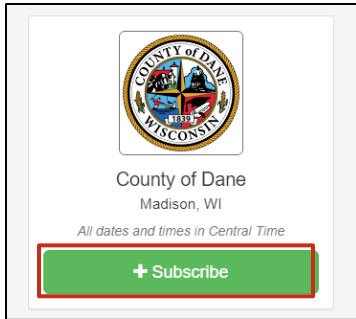
# Local Vendor Preference (How it works - RFB)

- ▶ **Local Purchasing Preference Order of Events (Opportunity to match pricing):**
- ▶ **Locally Based and Owned Vendors:**
  - ▶ 1. When bids are reviewed, the County will determine if a Locally Based and Owned Vendor responding to the bid is the low bidder. If a Locally Based and Owned Vendor is the low bidder, they will be awarded the bid.
  - ▶ 2. If a Locally Based and Owned Vendor is not the low bidder but is within **15%** of the low bid, the County will contact the Locally Based and Owned Vendor and provide that vendor the option of matching the low bid price.
  - ▶ 3. If no Locally Based and Owned Vendors are among the responding bidders, or the Locally Based and Owned Vendor declines to match the low bid, then the County will determine if a Locally Operated Vendor has responded to the bid.
- ▶ **Locally Operated Vendors:**
  - ▶ 4. If a Locally Operated Vendor is within **10%** of the low bid, the County will contact the Locally Operated Vendor and provide that vendor the option of matching the low bid price.
  - ▶ 5. If no Locally Operated Vendors are among the responding bidders, or the Locally Operated Vendor declines to match the low bid, then the County will determine if a Non-Locally Operated Vendor has responded to the bid.
- ▶ **Non-Locally Operated Vendors:**
  - ▶ 6. If a Non-Locally Operated Vendor is within **5%** of the low bid, the County will contact the Non-Locally Operated Vendor and provide that vendor the option of matching the low bid price.
  - ▶ 7. If no Non-Locally Operated Vendors are among the responding bidders, or the Non-Locally Operated Vendor declines to match the low bid, then the County will award the bid to the low bidder without regard to the location of the vendor.

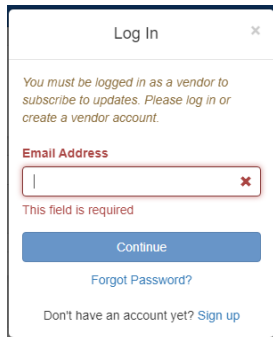
# Local Vendor Preference (How it works - RFP)

- ▶ Vendors based in Dane County automatically receive an additional five points in the evaluation process.
- ▶ Vendors based in the adjacent counties (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive an additional two points in the evaluation process.
- ▶ **Note:** RFP Evaluations are typically graded out of 1,000 points so 5 points as stated above would actually be equivalent to 50 points and the 2 points for adjacent counties would actually be equivalent to 20 points.

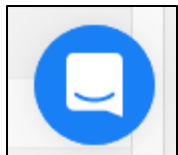
# How to Register with Dane County



- ▶ Create Vendor Account at the following link:  
<https://procurement.opengov.com/portal/countyofdane>
- ▶ Select [Subscribe] under County of Dane Logo



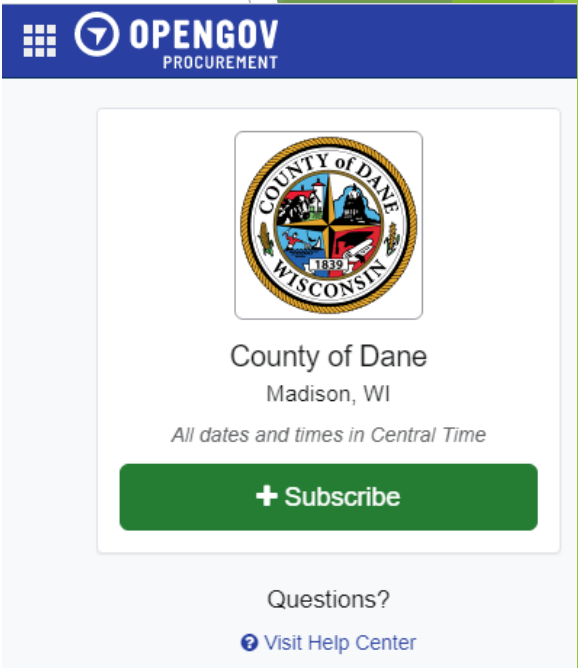
- ▶ A log in screen will pop up, type in your email address and select [Continue], next steps will walk you through setting up an account



- ▶ If you have any questions, select the icon in the right hand corner of your monitor when on the site.
  - ▶ An OpenGov support team member will be able to assist accordingly.

# OpenGov - Online Bidding

- ▶ Dane County utilizes OpenGov as our bidding platform (and eventually contract platform)
  - ▶ Includes Vendor Management portal
  - ▶ This allows for automated notifications
  - ▶ Vendor capability to update profiles
  - ▶ Integrated, digital bidding platform
- ▶ A link is on our bids page to point vendors to the new system at bids ([danepurchasing.com/bids](https://danepurchasing.com/bids))



The screenshot shows the OpenGov Procurement interface. At the top, there is a blue header with the OpenGov logo and the text "OPENGOV PROCUREMENT". Below the header, the County of Dane logo is displayed, featuring a circular seal with the text "COUNTY OF DANE WISCONSIN" and "1839". Underneath the logo, the text reads "County of Dane" and "Madison, WI". A note states "All dates and times in Central Time". A prominent green button with a white plus sign and the text "+ Subscribe" is visible. At the bottom, there is a link for "Questions?" and a "Visit Help Center" button with a question mark icon.

# Bid & RFP Notifications

- ▶ An email notification will be sent from the OpenGov system based on the commodity codes that are selected with your account set up
- ▶ The following site can be checked at anytime to see open bids/proposals:
  - ▶ <https://procurement.opengov.com/portal/countyofdane>
- ▶ Notifications are also posted in the Newspaper
  - ▶ Typically On Mondays only



# Contact Information

Feel free to contact us at any time with questions or concerns.

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# Dane County Websites

- ▶ Dane County Purchasing

- ▶ [www.danepurchasing.com](http://www.danepurchasing.com)

- ▶ Public Works

- ▶ <https://bids-pwht.countyofdane.com/>

- ▶ Human Services

- ▶ <https://providers.dcdhs.com/Partnering-With-Dane/Open-RFPs>

- ▶ Dane County (General Website)

- ▶ [www.countyofdane.com](http://www.countyofdane.com)