

Fries, Gregory

From: OBrien, Chase
Sent: Wednesday, November 16, 2022 7:22 AM
To: Fries, Gregory; Danner-Rivers, Steve
Cc: Dumas, Madeline
Subject: RE: policies - POSTING TO WEB OF CONTRACTS >5 < 25k

Project managers email the class1 email address with their contract info (ahead of time if they remember – preferably as soon as they know the cost so the clock starts ticking). Then they send me the contract info so I can enter a requisition in Munis to get a PO issued. Lots of time people forget this so I remind them to send the class 1 notice. I wait to enter the req until I see the notice posted. Once it's posted I submit the req in Munis with a note inside it for Finance that says "Class 1 notice posted 11/16/22". Finance waits until the notice is posted a week before issuing PO. At least usually they do, sometimes they forget and issue the PO before the week.

From: Fries, Gregory <GFries@cityofmadison.com>
Sent: Tuesday, November 15, 2022 7:19 PM
To: Danner-Rivers, Steve <SDannerrivers@cityofmadison.com>; OBrien, Chase <COBrien@cityofmadison.com>
Cc: Dumas, Madeline <MDumas2@cityofmadison.com>
Subject: FW: policies - POSTING TO WEB OF CONTRACTS >5 < 25k

Hey all,

How do all these contracts get posted to the web?

Maddie you are copied since one of yours is posted – just curious who is doing and tracking this for us.

Thanks

Greg

From: Cryan, Kathy <KCryan@cityofmadison.com>
Sent: Tuesday, November 15, 2022 5:11 PM
To: Fries, Gregory <GFries@cityofmadison.com>
Subject: RE: policies

Not sure on if Steve or Chase have a process to check.

From: Fries, Gregory <GFries@cityofmadison.com>
Sent: Tuesday, November 15, 2022 5:08 PM
To: Cryan, Kathy <KCryan@cityofmadison.com>
Subject: RE: policies

Kathy - when we do this is there some automated process that Chase and SDR follow before issuing a PO or do all the people doing this send an email to that "generic email box" referred to in the letter?

From: Cryan, Kathy <KCryan@cityofmadison.com>
Sent: Tuesday, November 15, 2022 4:55 PM
To: Fries, Gregory <GFries@cityofmadison.com>; Wolfe, James <JWolfe@cityofmadison.com>; Cooper, Bryan <BCooper@cityofmadison.com>; Petykowski, Christopher <CPetykowski@cityofmadison.com>
Subject: RE: policies

Here's where they are posted on our webpage - <https://www.cityofmadison.com/engineering/developers-contractors/contractors/class-1-notice-of-contracts>

From: Fries, Gregory <GFries@cityofmadison.com>
Sent: Tuesday, November 15, 2022 4:52 PM
To: Cryan, Kathy <KCryan@cityofmadison.com>; Wolfe, James <JWolfe@cityofmadison.com>; Cooper, Bryan <BCooper@cityofmadison.com>; Petykowski, Christopher <CPetykowski@cityofmadison.com>
Subject: policies

Hi All,

I am working with Hannah on creation of the Engineering internal website.

Part of what we are creating is a policies section.

I found this on our drive, and I am ashamed to say I do not know if we are doing this - anyone else have info on if we have continued to do this?

Thanks

Greg Fries, P.E.
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608-267-1199 DESK
608-219-1868 CELL

Please note some City offices currently closed to the public due to COVID-19, but most staff is still working. See our website (link below) for the most up to date information on how to best continue working with each department.

<https://www.cityofmadison.com/health-safety/coronavirus/service-updates>