

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 11/24/2021

Requisition Number: (8 characters)

Requestor Name: Dwaine Rundle, Monona Terrace

Requestor Phone Number: 608-261-4154

Requestor Email: drundle@mononaterrace.com; scarrizal@mononaterrace.com

Fund: 1400 CAPITAL PROJECT

Agency: 80 MONONA TERRACE COMM CONV CTR

- Major:
- 53*** Supplies/Goods
 - 541** Utilities
 - 542** Building/Facility Maintenance/Repair
 - 543** Software/Equipment Maintenance/Repair
 - 544** Public Works Maintenance/Repair
 - 545** Training/HR-Related Services
 - 546** Consulting/Professional Services
 - 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$341,677.00

Vendor Name: Hufcor, Inc.

Product/Service Description: Air Wall and Track systems

\$50,000 and UNDER
This form will be sent to the Purchasing Supervisor for review.

OVER \$50,000
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
3. The services are for professional services to be provided by attorneys.
4. The services are to be rendered by a university, college, or other educational institution.
5. No acceptable bids have been received after formal advertising.
6. Service fees are established by law or professional code.
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST**WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:**

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

Hufcor, Inc. Air Walls and Track systems were installed during the original construction of Monona Terrace, as well as in 2019 during the first phase of the Air Wall and Track replacement project. Air Wall and Track systems are not interchangeable between manufacturers. There is some remaining Hufcor, Inc. Track that will not need replacement however only Hufcor, Inc Air Walls will work on those Tracks. Going with another manufacturer would mean replacing both Track and Air Wall and be a considerably higher expense. Having only one system in the building is more efficient for parts stocking and repair calls and more cost effective for staff to work on and to reconfigure rooms.

COMMENTS REGARDING PURCHASES OVER \$50,000

Hufcor, Inc. is not yet a vendor for the City of Madison. Work that was done on the Air Wall and Track systems in 2019 was done through JWC, an organization that is authorized by Hufcor to do repairs and sell parts only, but not installations. This new installation work will be performed by Hufcor.

Date: