

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 01/25/2021

Requisition Number: 21000463 (8 characters)

Requestor Name: Erica Ehlert

Requestor Phone Number: 608-266-8801

Requestor Email: eehlert@cityofmadison.com

Fund: 2150 METRO TRANSIT

Agency: 85 METRO TRANSIT

- 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: \$200,000.00

Vendor Name: ABC-Companies/ ABC Parts Source

Product/Service Description: bipolar ionization system

- \$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.

Purchase is related to health emergency with time of the essence. Unlike other air purifying systems, this uses Bipolar Ionization, which doesn't require routine cell or filter changes. It is installed within the HVAC ducting and as the air passes through the unit, the ionized oxygen attaches itself to the particulate matter, and neutralizes it. It is proven effective for many things other than the SARS-CoV-2 (COVID-19) virus. There is no odor, so it will not affect those sensitive to fragrances, it can be run while the coach is in operation, which eliminates downtime for cleaning. The warranty period is 3 years. Since there are no chemicals used, there are no residues to be cleaned off of surfaces. These systems will save countless hours of labor and disinfection product costs. I was able to get the vendor to commit to a price reduction of \$42.50 per unit, which for 217 units, which comes out to an overall savings of \$9,222.50. I have attached the formal quote that was provided.

**COMMENTS REGARDING PURCHASES OVER \$50,000**

The City of Madison has spent \$132,869.89 with this vendor (under the name of Muncie Reclamation/Muncie Transit Supply) since 2018. All of the purchases have been small dollar amounts paid for on p-cards, and did not meet the threshold requiring competitive selection.

Date: