



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/31/2023

Requisition Number: (8 characters)

Requestor Name: Jon Evans

Requestor Phone Number: 608-243-5893

Requestor Email: jevans@cityofmadison.com

Fund: 1100 GENERAL

Agency: 45 TRAFFIC ENGINEERING

- 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: \$89,900.00

Vendor Name: Illingworth-Kilgust Mechanical, Inc.

Product/Service Description: Replacement Axial Fan for Monona Terrace Tunnel (labor only)

\$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.

Illingworth-Kilgust Mechanical has been working with us to scope a needed fan repair/replacement at Monona Terrace. I requested several contractors assistance and they were the only company that responded and was available and able to perform the work. The Tunnel at the Monona Terrace facility has four large ventilation fans associated with it - the fans operate upon a signal from the fire alarm system. The fans were installed in 1997. These fans have fallen into dis-repair. Two of the fans are in average condition for their age. The other two fans are in need of repair (1) or replacement (1). This request is related to the fan that needs replacement, which is the higher cost. Work associated with the fan that needs repair will be handled after the replacement fan is completed

We have reviewed the scope of work and this is a significant amount of effort that will take a team a skilled sheet metal fabricators and installers - lifts, shoring, removal of existing broken components, etc. It also involves working above an active roadway and coordinating with multiple agencies and in and around an occupied facility.

Assistant City Attorney Doran Viste has confirmed that since this is a replacement and not an improvement, so not considered Public Works.

The City would purchase the replacement fan separately and hand it over to Illingworth-Kilgust for install (fan equipment cost is ~\$47k and we received three vendor quotes). The cost associated with this install work is \$69,900. Munis Account # is 12730. This cost is in line with what we expected/estimated.

Scope of Work Includes:

- Removal of original fan/canvas/rings/old duct drop (taken to scrap yard)
- New stainless steel duct drop to match up to new fan
- Hole covering in floor (if acceptable to city) to keep people and material off John Nolen Drive
- Install new owner furnished fan (New York Blower)
- Stainless Steel I beam to replace existing damaged ones for new fan to sit on
- New gussets on fan for vibration mounts
- Lifts needed for repair and replacement.
- Epoxy paint touch up on gussets.
- Permit fees if needed.
- \$20K set aside for additional ductwork repair that will be further scoped out during the fan replacement.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid Illingworth-Kilgust Mechanical a total of \$79,804. Of that amount, \$57,285 was competitively selected through formal bidding, and the rest was non-competitively selected (\$14,275) or under the threshold requiring competitive selection (\$8,244).

Date:

Submit