

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 12/28/2020

Requisition Number: (8 characters)

Requestor Name: Erica Ehlert

Requestor Phone Number: 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: Trapeze Software Group Inc.

Product/Service Description: bus parts-communications equipment

- \$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.

Metro Transit has a need to purchase a variety of bus parts for bus parts not under warranty but manufactured only by a specific vendor for fiscal years 2021-2025. Metro transit currently has Cummins, Gillig, New Flyer, Interstate Power Stystems, SPX Corporation and Trapeze buses and/or parts in its fleet that will need replacing in the next five years. In order to purchase parts compatible with current equipment, Metro Transit needs to purchase parts from sole source vendors Cummins, Gillig, New Flyer, Interstate Power Systems, SPX Corporation and Trapeze.

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

Madison Metro Transit has used Trapeze software for the bus system for many years, and the annual support and maintenance can only be purchased from them. Metro Transit is undertaking a large-scale RFP process in 2020/2021 to potentially replace the software, but until such time as a new vendor is selected and implemented, we must continue to contract with Trapeze annually to support and maintain this software.

Date: