

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/29/2019

Requisition Number: 19000348 (8 characters)

Requestor Name: Tyson Roessler

Requestor Phone Number: 608-246-4544

Requestor Email: troessler@cityofmadison.com

Fund: 2200 FLEET SERVICES

Agency: 41 FLEET SERVICES

- 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: \$150,000.00

Vendor Name: Bruce Municipal

Product/Service Description: Annual preventive maintenance

- \$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.

Elgin sweepers are purchased on Source-Well contract from Bruce Municipal who is the dealer. Fleet Service PM Program requires annual inspection and replacement of common wear items. This specialized equipment is very complex and manufacture specific utilizing Bruce will maintain warranties. Failure of components normally warrantable can cause costly repairs and excessive down time. Bruce Municipal maintains factory trained staff, specialty tools and diagnostic software.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has used Bruce Municipal extensively since 2015 for the purchase of vactors, tractors, and street sweepers, as well as the maintenance of that equipment. Here is thebreakdown for the purchases since 2015:

\$1,113,082 - Non-Competitive Selection Request (maintenance)
\$1,802,736 - Sourcewell (formerly known as NJPA Cooperative) (equipment)
\$1,804,752 - State of Minnesota contract pricing (equipment)
\$189,947 - Many p-card payments under \$5,000 (maintenance)

The Common Council approved Bruce Municipal as a sole source vendor for the maintenance of the City's fleet of Vactors in 2018, an authorization that is good through December 2022. Fleet Services is seeking a similar authorization for maintenance for the City's fleet of street sweepers.

Date: