



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/26/2023

Requisition Number: (8 characters)

Requestor Name: Bryan Cator

Requestor Phone Number: 6082614031

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

Fund: 2140 CONVENTION CENTER

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: \$645,509.92

Vendor Name: The Boelter Companies, Inc.

Product/Service Description: banquet chairs

\$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.

Every 10 years we replenish our banquet chair inventory. This is not a complete inventory replacement therefore the new chairs and the current inventory will be used together. The current chairs were custom-made by the manufacturer, MTS Seating, and they have only one licensed distributor for our region, The Boelter Companies, Inc. These chairs have proprietary linking devices and stacking bars. The linking devices are used to link one chair to the next in a row. The stacking bars allow the chairs to stack on top of one another in a compact and stable way. These functions are critical to the storage, transportability, and set-up of chairs for events. It is the reason the new chair frames must match the current chair frames.

COMMENTS REGARDING PURCHASES OVER \$50,000

Since 2015, the City of Madison has paid The Boelter Companies a total of \$14,229 for several purchases under the threshold requiring competitive selection.

Date:

Submit