



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 09/01/2023

Requisition Number: (8 characters)

Requestor Name: Dwaine Rundle

Requestor Phone Number: 6082614154

Requestor Email: drundle@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: \$445,000.00

Vendor Name: Sergenian's Floor Coverings, Inc.

Product/Service Description: old carpet removal, reclamation and install of new carpet

☐ **\$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.

Sergenian's Floor Coverings, Inc. has been awarded and executed this carpet removal, reclamation, and replacement as a public works project twice before in 2003-2004 and 2013-14; therefore, has a proven track record of being able to plan and execute the service within the limited time allotted for this complex installation process. Additionally, they store the backstock of new carpet to use for repairs as needed over the next 10 years. Finally, Sergenian's Floor Coverings, Inc. participates in America's first and only complete carpet reclamation program. Their environmental commitment states that any carpet they remove will not end up in a landfill. This is important to Monona Terrace because we are a LEED-EB Platinum Certified Green Building.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid Sergenian's Floor Coverings a total of \$307,338 since 2015. Of that amount, \$236,034 was competitively selected; \$60,935 was non-competitively selected; and \$73,368 was made up of small purchases under the threshold requiring competitive selection.

Date:

Submit