


SUBMIT VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date:

Requisition Number: (8 characters)

Requestor Name:

Requestor Phone Number:

Requestor Email:

Fund: ▼

Agency: ▼

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:

Vendor Name:

Product/Service Description:

\$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.

SiteOne has met the City's needs for chemicals and supplies for EAB mitigation since 2016. The EAB Task Force recommends using TREEage insecticide to treat ash trees. Municipal pricing for TREEage insecticide and application/injection equipment is determined by the manufacturer; SiteOne is the closest distributor of TREEage and the only distributor in Dane County. Due to training, product storage and services needs, Forestry would like to use SiteOne as the sole source for purchasing in 2021. SiteOne provides these supplies at a discount in January.