

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/26/2021

Requisition Number: 21003628 (8 characters)

Requestor Name: Maggie McClain

Requestor Phone Number: (608) 266-4601

Requestor Email: mmcclain@cityofmadison.com

Fund: 1100 GENERAL

Agency: 13 CLERK

- 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: \$84,640.00

Vendor Name: Election Systems & Software, LLC

Product/Service Description: Election 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.

The equipment requested is the same as the models the City currently uses. The ExpressVotes fulfill the State of Wisconsin requirement that each polling place have an accessible ballot marking device at each polling place on Election Day. They are also used at all in-person absentee voting locations prior to Election Day. The Dane County Clerk's Office programs both the ExpressVotes and the DS200s, and the County Clerk requires that municipalities throughout the county use the same devices. The only manufacturer of the ExpressVote and the DS200 is Election Systems & Software, LLC ("ES&S"); they are the only company able to support these devices. The purchase funds are from the general fund and were allocated in the City Clerk's 2021 operating budget.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has spent \$1,335,773 with Election Systems & Software since 2015, most of which was to cover the replacement of equipment damaged due to flooding in the building in which the equipment was store in 2016. All of these purchases have been non-competitively selected.

Date: