



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/31/2023

Requisition Number: (8 characters)

Requestor Name: SHELBY DEAKIN

Requestor Phone Number: 608-267-1105

Requestor Email: SDEAKIN@CITYOFMADISON.COM

Fund: 1400 CAPITAL PROJECT

Agency: 51 PARKS

- 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: HAAKHAGEN GOAT GRAZING LLC

Product/Service Description: GRAZAING SERVICES

\$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.

In recent years, Parks has steadily increased the numbers of sites and the number of acres managed with prescribed grazing. Prescribed grazing is a form of sustainable vegetation management, and it has allowed Parks to increase the quality and number of acres under management without increasing herbicide use on those acres. The result of the formal bid process (RFP # 11022-0-2022-AM) in 2022 indicated that there were no other grazing vendors located close enough to Madison, with the capacity to graze all of our sites and acreages, and with the operation procedures that allow parks staff and volunteers to perform daily maintenance checks.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid Haakhagen Goat Grazing LLC a total of \$87,511 since 2020. Of that total, \$15,106 was made up of small purchases under the threshold requiring competitive selection; \$31,494 was the result of an informal competitive selection process; \$40,911 was the result of a formal RFP.

Date:

Submit