

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 07/23/2018

Requisition Number: (8 characters)

Requestor Name: William Quast - Sergeant of Training

Requestor Phone Number: 261-5545

Requestor Email: wquast@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 31 POLICE

- 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: \$133,180.00

Vendor Name: Action Target Inc.

Product/Service Description: Firearms range repair/replacement parts

- \$25,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$25,000**
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.

Action Target Inc. was originally contracted to build the MPD firearms range using proprietary and patented materials (sole source justification letter from Action Target is available upon request). The range is in need of repair/replacements parts in order to remain functional and to ensure safety of the users and to minimize damage to the building.

COMMENTS REGARDING PURCHASES OVER \$25,000

Action Target Inc. was chosen through a competitive selection process in 2010/2011, and a POS contract was authorized by the Common Council for \$398,800. The contract was later amended to add some additional items for another \$5,300.

MPD did some preliminary RFP preparation with the Purchasing Department in June/July 2018 to find a vendor to complete a total replacement of the firearms range, and came to the conclusion that a total replacement would cost nearly double the amount of having the existing range repaired by the manufacturer. Having the existing range repaired requires a non-competitive selection approval from the Common Council, as the manufacturer is the only company that can repair the range.

Date: