



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 01/05/2024

Requisition Number: (8 characters)

Requestor Name: Jim Verbick

Requestor Phone Number: 266-4603

Requestor Email: jverbick@cityofmadison.com

Fund: 3100 AGENCY FUND

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: \$229,608.00

Vendor Name: PrintElect

Product/Service Description: Election Security Carts

 **\$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.

This is the only security cart we have found with the necessary dimensions, and most importantly, a ramp to load and unload the rolling tabulator. These carts would be used to securely route our election equipment and store it at the polling locations before and after each election. The critical part of our needs is the ramp. The rolling tabulators weigh at least 100lbs when they are loaded for Election Day, making it unreasonably heavy for the average poll worker to lift up and out or into the carts. We found two similar carts to the option we wish to pursue, but they were inadequate. One vendor offers an identical cart to the vendor we are going with, but they indicated a ramp was not an available feature. The other vendor's cart had rectangular compartments for a tabulator and other materials, but with those divisions, we lose a lot of space to compact our materials into the cart. Our tabulator is not a rectangle, but closer to a tall trapezoid, that is wider at the top than the bottom. If we went with a cart with divided compartments, there would be much unused space in the lower area of the tabulator compartment.

### COMMENTS REGARDING PURCHASES OVER \$50,000

Since 2015, the City of Madison has paid PrintElect a total of \$23,968, all made up of small purchases that did not meet the threshold requiring competitive selection.

Date:

Submit