



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 01/23/2023

Requisition Number: 23000441 (8 characters)

Requestor Name: Renee Callaway

Requestor Phone Number: 608-266-6225

Requestor Email: recallaway@cityofmadison.com

Fund: 1220 OTHER GRANTS

Agency: 43 TRANSPORTATION

- 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: \$79,960.00

Vendor Name: Toole Design, LLC

Product/Service Description: Analysis and design of pedestrian bicycle to support East/West BRT

- ☐ **\$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.

No one submitted a proposal after advertising for services. Toole Design did not bid initially but did express a willingness to discuss the project. They did decide ultimately that they would have staff time to take on the project as they were able to find a sub contractor who would work with them.

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

The City of Madison has paid Toole Design Group a total of \$427,249 since 2015. Of that amount, \$413,924 was for competitively selected contracts, and \$13,325 was from two purchase orders that were under the threshold requiring competitive selection.

Date:

Submit