

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 10/25/2019

Requisition Number: 19003509 (8 characters)

Requestor Name: Bryan Cator

Requestor Phone Number: 608-261-4031

Requestor Email: bcator@mononaterrace.com

Fund: 2140 CONVENTION CENTER

Agency: 80 MONONA TERRACE COMM CONV CTR

- 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: \$133,388.91

Vendor Name: MityLite Inc.

Product/Service Description: Magnattach magnetic dance floor

- \$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.

MityLite is the exclusive manufacturer and supplier of the Magnattach dance floor, patented magnet and steel wedge-lock system, that are physically and esthetically compatible with Monona Terrace's cherry wood finishes, MityLite is the only vendor that can provide for the specific needs of Monona Terrace, and the "sole source" for magnetic dance floor that will replace equipment that has reached the end of its useful life.

The benefits to purchasing MityLite's Magnattach magnetic dance floor will result in reduced labor costs and times to assemble, easier transport due to its lightweight design, no moving parts, and an updated design from the existing parquet cam-lock system, the purchase of the "dance floor and related accessories" will result in a better product for our customers, and increased operational efficiencies.

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

The City has spent a total of \$30,032.31 with MityLite Inc. since 2015, via 15 separate purchases all of which were under the threshold requiring competitive selection.

Date: