



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 05/13/2024

Requisition Number: (8 characters)

Requestor Name: Rachel Darken

Requestor Phone Number: 608-246-4540

Requestor Email: rdarken@cityofmadison.com

Fund: 2200 FLEET SERVICES

Agency: 41 FLEET SERVICES

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: \$1,600,000.00

Vendor Name: Renewable Energy Group, DBA REG Marketing & Logistics Group LLC

Product/Service Description: Renewable Diesel Fuel for Pilot

\$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.

Renewable Energy Group (REG) is the only vendor currently able to provide renewable diesel in our area, in part due to our current partnership to pilot the use of 100% biodiesel in our fleet. Renewable diesel is only readily available on the West coast. Since we have a current business relationship with REG, they are able to ship renewable diesel to our area for us to test in our fleet.

The purchase amount is estimated for the amount of fuel required for a limited summer pilot of renewable diesel. If successful, we will expand the pilot to continue through the winter months.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid REG a total of \$244,050 since 2022, all of which was non-competitively selected. An additional \$90,524 is open on our current purchase order with REG (has not been paid yet).

Date:

Submit