



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 12/23/2021

Requisition Number: (8 characters)

Requestor Name: Stacie Reece / Jessica Price

Requestor Phone Number: 608-261-9823

Requestor Email: jprice2@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 19 MAYOR

- 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: \$110,000.00

Vendor Name: Sustain Dane

Product/Service Description: Community Food Waste Reduction Initiative - USDA Grant

**\$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.

The City of Madison has been working to address food waste and composting solutions for over 10 years. In 2021, the Madison Common Council passed a Resolution (RES-21-00618) setting a goal of food waste diversion from the landfill of 50% by 2030.

In 2021 there was a grant opportunity offered by the USDA through their Community Compost and Food Waste Reduction program. The City engaged with Sustain Dane, who successfully administered the City's inaugural Master Recycler program, to partner on the grant application. The City was successfully awarded the grant through the USDA and the Madison Common Council adopted Resolution RES-21-00714 to accept the grant award and amend the Sustainability Improvements Capital Budget with the \$90,000 in federal funding.

Sustain Dane has proven to be a reliable partner on administering the Naturally Occurring Affordable Housing project which consists of 3 grants totalling \$318,381. With their role in the award-winning Master Recycler program, we see the administration of the City of Madison's USDA funded Community Food Waste Reduction Initiative to be an extension of a this waste reduction and diversion partnership.

3/6/2023: ADDING ADDITIONAL FUNDS:

The City of Madison has been working to address food waste and composting solutions for over 10 years. In 2021, the Madison Common Council passed a Resolution (RES-21-00618) setting a goal of food waste diversion from the landfill of 50% by 2030.

In 2021, the City was awarded funding through the U.S. Department of Agriculture (USDA) Community Compost and Food Waste Reduction (CCFWR) grant program to support the City of Madison's Community Food Waste Reduction Initiative. The Madison Common Council adopted a resolution (RES-21-00714) to accept the grant award and a resolution (RES-22-00055) to contract with Sustain Dane to administer the Community Food Waste Reduction Initiative.

A key part of this initiative is collecting food scraps for recycling at farmers' markets during the 2022 and 2023 seasons. Sustain Dane has successfully administered this program and demonstrated incredible success during the 2022 season, collecting 10,765 pounds of food scraps for composting at the South Madison and Eastside farmers' markets.

For 2023, the USDA grant funding enables only 8 weeks of staffing at the two markets for 2023, and this additional funding will allow Sustain Dane to extend for the market drop-off for the complete seasons of the Eastside and South Madison farmers' markets, furthering the success of the program and keeping more food waste out of the landfill.

Sustain Dane is a proven partner in waste reduction efforts and a successful administrator of several City programs, including the Master Recycler Program and the NOAH Energy Efficiency work.

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

The City of Madison has paid Sustain Dane a total of \$684,088 since 2015. Of that, \$27,301 was made up of small purchases each under the threshold requiring competitive selection. The remaining amount of \$656,787 was all non-competitive.

3/6/2023: Updating total amount from \$90,000 to \$110,000 per Jessica Price

Date: