

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/27/2022

Requisition Number: (8 characters)

Requestor Name: Jon Evans

Requestor Phone Number: 608-243-5893

Requestor Email: jevans@cityofmadison.com

Fund: 1100 GENERAL

Agency: 40 ENGINEERING

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: \$72,850.00

Vendor Name: Controlworks

Product/Service Description: 3-year Software Maintenance Agreement and Staff Support

 \$50,000 and UNDER

This form will be sent to the Purchasing Supervisor for review.

 OVER \$50,000Complete 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.

Most of our large buildings have Honeywell building automation systems installed and the licenses/software are maintained by Controlworks. Non Honeywell vendors, such as Johnson Controls, would not be able to service our systems. While there are other Honeywell vendors in the area, there would be additional expense related to getting them familiar with our system. Controlworks is familiar with the current software configuration and what is needed to upgrade it efficiently with minimal or no downtime.

Controlworks is the vendor that has installed about 50 DDC systems in our various buildings. Controlworks is the local licensed Honeywell vendor. Other vendors are available outside of our area (nearest is Milwaukee or Rockford) and the local Honeywell branch office could install the system as well. However they are not familiar with our buildings and existing programming and would likely either decline the work or need to charge a higher fee. I have recently been told that the local Honeywell Office no longer has any controls techs and now only sells equipment for others to install.

This would be a 3-year Software Maintenance and Support Agreement with some Tech and Field Support as Needed and also provide annual training for staff that use the systems. Without this agreement when staff need support they call Controlworks and then we receive invoices for service calls. This would streamline that process and have all billing run through this agreement, saving staff time and reducing billing costs.

Hardware and Software Upgrade Costs:

Year 1: ~\$32,640 (Labor is ~\$3,000), Total Y1: \$35,640

Year 2: ~\$14,820 (Labor is ~\$3,000), Total Y2: \$17,820

Year 3: ~\$16,390 (Labor is ~\$3,000), Total Y3: \$19,390

TOTAL 3 Years: \$72,850

(I believe since >\$50k we will need a resolution after and if this sole source is approved?)

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has spent \$284,334 with Control Works, Inc. since 2015. \$258,129 of that was non-competitively selected, while the remaining \$26,205 was competitively selected.

Date: