

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/25/2020

Requisition Number: 20000897 (8 characters)

Requestor Name: Rick Marx

Requestor Phone Number: 608-261-9820

Requestor Email: rmarx@madisonwater.org

Fund: 2100 WATER UTILITY

Agency: 86 WATER

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: \$80,250.00

Vendor Name: Core and Main (Ford Meter Box exclusive distributor)

Product/Service Description: Water Meter test bench automation retrofit

- \$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.

Madison Water Utility owns and maintains over 60,000 water meters which are installed at customer properties and used to bill customers and provide them with their water use data through Madison Water Utility's online conservation tool. To ensure accuracy, water meters are regularly exchanged and tested in Madison Water Utility's lab or "Meter Shop."

The Public Service Commission of Wisconsin (PSC) sets regulatory compliance codes for meter testing operations. Madison Water Utility is modernizing its Meter Shop to bring testing standards of practice up-to-date, allow for electronic record retention, and to perform water audits as required by the PSC.

This resolution is for a noncompetitive purchase of a retrofit kit from Ford Meter Box, Inc. (Ford) to modernize an existing Ford bench in the Meter Shop. This bench currently uses outdated "cubic foot" measurements, volumetric tanks, and sight glasses. The kit from Ford would retrofit this bench to a gravimetric scale and sensor conversion to electronic registration, automate the testing process, and allow digital documentation of the data.

Madison Water Utility has standardized its lab testing procedures and their meter facility's internal infrastructure was designed and built to accommodate Ford equipment. The use of a single manufacturer allows Madison Water Utility staff to test, rebuild and retest meters more efficiently and cost effectively. Lab testing procedures and facility infrastructure were designed and built to accommodate Ford equipment. There is only one distributor for Ford products in the area, and it is not possible to purchase a retrofit kit from another manufacturer.

Switching manufacturers would cost significantly more since Madison Water Utility would have to purchase an entirely new testing bench instead of retrofitting an existing bench. A new bench could require changes to the facility to accommodate different bench dimensions. There would also be additional costs and inefficiencies because the new bench would not be compatible with all of the Ford parts and equipment that the utility has in stock.

The Ford retrofit kit is the most affordable way to modernize the meter shop and accomplish the goals of repeatable, reliable, and efficient testing. Meter accuracy is critical to ensure fair billing, reliable water conservation data, regulatory compliance, and maintaining public trust.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has spent \$648,403 with Core & Main since 2016. Of that, \$198K was purchased after a competitive selection process, \$51K was purchased after an approved non-competitive selection request, and \$200K were small purchases under the threshold requiring competitive selection.

Date: