



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/25/2024

Requisition Number: (8 characters)

Requestor Name: Randall Wiesner

Requestor Phone Number: 608-267-8679

Requestor Email: RWiesner@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 51 PARKS

- 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: \$91,400.00

Vendor Name: IMEG Corp.

Product/Service Description: structural engineering and glazing assessment

\$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.

RFB-13016-0-2024-AH was properly advertised and received no bidders, staff asked IMEG, who provided the 2023 assessment, and they are able to field a team to complete the work within the guidelines of the RFB and meet the deadline. there will be a second POS for a general contractor as IMEG does not have the liability insurance to cover a general contractor. The required resolution will have a not to exceed cost to \$150,000 to cover an amendment in the case there will be need for structural design of steel repairs or glazing issues.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid IMEG Corp a total of \$95,569 since 2017. Of that, \$50,300 was competitively selected, and \$45,269 were small purchases under the threshold requiring competitive selection.

Date:

Submit