

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 06/21/2018

Requisition Number: (8 characters)

Requestor Name: CHARLIE ROMINES

Requestor Phone Number: 608.266.4680

Requestor Email: cromines@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 44 STREETS

- 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: \$350,000.00

Vendor Name: CREAM CITY SCALE, LLC

Product/Service Description: SALT/SAND SCALES FOR OUR 3 SALT STORAGE LOCATIONS

☐ **\$25,000 and UNDER**

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

☒ **OVER \$25,000**

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.

Cream City Scale, LLC is the original vendor for our Transfer Station scale purchase in 2005. Cream City's proprietary software, SCALEMASTER, is the upgraded, next generation weighing application of the RLWS 920i legacy application currently operated at our facility. SCALEMASTER is a web based application fully customizable and built to suit the needs of our organization. SCALEMASTER is straightforward to understand and operate and does not contain the extra jargon that bogs down other applications. SCALEMASTER eliminates the need to extract and convert weighing data by allowing direct download to Microsoft Excel. SCALEMASTER can be accessed from any computer or location within our network. Tech support is available remotely via VPN as well as onsite. Cream City Scale, LLC is the only authorized dealer of Rice Lake Weighing Systems products within 100 miles. Rice Lake Weighing Systems is what the Streets Division is currently using. The Streets Division is making this request in order to be able to operate just one type of scale and one software package so that all of our data will remain compatible.

COMMENTS REGARDING PURCHASES OVER \$25,000

The City of Madison has spent a total of \$4,983.50 with Cream City Scale since January 2015, all through P-card transactions each under \$2,000 for scale inspection and maintenance. Because of their dollar amount, none of these transactions were subject to competitive bidding requirements. (Mary Richards, Procurement Supervisor)

Date:

