

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

# Non-Competitive Selection Request

Date:

Requisition Number:  (8 characters)

Requestor Name:

Requestor Phone Number:

Requestor Email:

Fund:  ▼

Agency:  ▼

- 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:

Vendor Name:

Product/Service Description:

**\$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.

Graef-USA, Inc. has satisfactorily provided engineering services for the City of Madison Parking Division via a three year competitively bid contract. This contract expires July 3, 2022. This contract provides for annual inspection, contracts & specifications, and Construction Administration for ongoing repairs and maintenance of parking facilities. Regular inspection and maintenance of the City's parking facilities is vital to ensure their safety and durability. Large scale maintenance and repairs are done in the summer months due to materials used, e.g. sealants, paint, and concrete. Inspection and plan and specifications preparation are done in the winter months in order to prepare for the following summer's repairs.

The City of Madison Parking Division currently has an Interim Manager. The Director of Transportation and Interim Manager suggest that the permanent manager, once hired, be involved in drafting the next multi-year engineering services contract request for proposals. The current contract with Graef USA, Inc., will expire prior to a new manager being hired, and hence request that Graef-USA, Inc. be retained for one year with the same scope as their existing contract, with hourly rates adjusted for the added year. Graef USA, Inc., is familiar with the City's parking facilities and procedures, has provided satisfactory service under its existing contract, and it would not be cost effective nor timely to hire another engineering consultant to do this work for the limited period of time before a permanent parking manager is hired.

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

Since 2016, the City of Madison has paid \$1,271,000 to Graef-USA, \$1,252,000 of which was competitively selected. The remaining \$19,000 was made up of small purchases that were under the threshold requiring competitive selection.

Date:

