



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 12/27/2022

Requisition Number: (8 characters)

Requestor Name: Mark E. Benno

Requestor Phone Number: 608-235-0758

Requestor Email: mbenno@madisonpubliclibrary.org

Fund: 1200 LIBRARY

Agency: 50 LIBRARY

- 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: \$63,500.00

Vendor Name: North American Mechanical Inc.

Product/Service Description: Emergency repair or replacement of Central Library chiller compressor.

☐ **\$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.

The Central Library uses a magnetic bearing chiller which has only one Canadian manufacturer, Smardt, and only one Madison based vendor which services such a chiller, North American Mechanical Inc (NAMI). NAMI is also currently under contract as the Library HVAC preventative maintenance vendor. Delay in this repair/replacement process could have catastrophic consequences for Library Facilities being able to keep Central Library cool next summer.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid NAMI a total of \$788,137 since 2015. All of the purchases have been non-competitively selected, with \$315,480 of the total made up of small purchases that individually fell under the threshold for competitive selection. The remaining \$472,657 were approved as non-competitive purchases.

Date:

Submit