



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 04/14/2023

Requisition Number: (8 characters)

Requestor Name: Jessica Price

Requestor Phone Number: 608 267 1992

Requestor Email: jprice2@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 19 MAYOR

- 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: \$37,019.00

Vendor Name: Board of Regents for the University of Wisconsin System on behalf of the U...

Product/Service Description: Services to implement the EPA Enhanced Air Quality Monitoring for Comm...

**\$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 City of Madison successfully applied for funding through the U.S. EPA's Enhanced Air Quality Monitoring for Communities grant program for a project titled "Building Sensor and Community Partnership Networks for Air Quality in Madison, Wisconsin." These funds will be used to support installation of a network of air quality sensors throughout the City of Madison to identify areas experiencing particulate matter (PM) air pollution and support community engagement to provide greater awareness, education, and action to address air quality and health disparities.

The grant required inclusion of community partners, and the City of Madison worked with 4 project partners, including the University of Wisconsin-Madison to develop the grant proposal. The University of Wisconsin-Madison was named as a community partner in the grant for work with Professor Timothy Bertram and his research lab, and they are committed to their roles and actions as described in the grant proposal.

This non-competitive selection request is for the portion of the project allocated to the University of Wisconsin-Madison in the amount of \$37,019 to serve on the project's leadership team, provide technical support and guidance for the design and installation, including quality assurance, of the air quality monitoring network.

Prof. Tim Bertram, PhD and members of the Bertram Laboratory at the University of Wisconsin-Madison have extensive experience working on ambient air quality measurement and monitoring. Prof. Bertram has been involved with field measurements of aerosol particles for more than 20 years and brings extensive knowledge regarding air quality monitoring instrumentation, networks, and analysis. The Bertram Laboratory at UW-Madison has a wide range of research grade particle instruments and diagnostic and calibration equipment that can be used to assess instrument performance.

**Purchasing Note: The City of Madison has had many partnerships, agreements, contracts, etc. with the University of Wisconsin. Because Madison General Ordinances do not require competitive selection when entering into contracts with universities, colleges, or other educational institutions, most of the money paid to the University by the City has not been competitively selected.**

### REVIEW

For Purchases of \$50,000 or less, a copy of this form, signed by Purchasing Services, will be returned to Requestor.

APPROVED         

REJECTED   

Submit