



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 05/31/2023

Requisition Number: (8 characters)

Requestor Name: Brent Sloat

Requestor Phone Number: 608-266-4777

Requestor Email: bsloat@cityofmadison.com

Fund: 1100 GENERAL

Agency: 30 FIRE

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: \$250,000.00

Vendor Name: Airgas USA, LLC

Product/Service Description: Supply of Madison Fire Department's required industrial, specialty, and me...

 **\$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.

Airgas has supplied MFD with all of its specialty and medical gas and cylinders for at least the past 25 years. Airgas has local distribution in Madison and maintains safe and secure access to all of MFD fire stations and facilities. The proposed contract between Airgas and MFD includes the purchase of gas cylinders for long-term ownership by MFD, allowing the department to discontinue cylinder rental and paying rental fees to Airgas. These cylinders have been in short supply since 2020 and Airgas is one of the few vendors to have sufficient stock for MFD to purchase. The annual cost of the contract is approximately \$35,000 and is entirely contingent upon the quantity of cylinders delivered and unit price negotiated in the contract. The total contract amount stated above and in the corresponding resolution is \$250,000 to allow for enough authority for the initial purchase of cylinders (\$20,000) and any increase in usage. The term of this contract will be five years.

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

The City of Madison has paid Airgas a total of \$528,971 since 2015, entirely made up of small p-card purchases far below the threshold requiring competitive selection.

Date:

**Submit**