

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 12/31/2018

Requisition Number: (8 characters)

Requestor Name: Kay Rutledge

Requestor Phone Number: 608-266-4714

Requestor Email: krutledge@cityofmadison.com

Fund: 1100 GENERAL

Agency: 51 PARKS

- 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: \$220,000.00

Vendor Name: SiteOne Landscape Supply Holding LLC

Product/Service Description: Chemicals and supplies for EAB mitigation

- \$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.

SiteOne has met the City's needs for chemicals and supplies for EAB mitigation since 2016. The EAB Task Force recommends using TREEage insecticide to treat ash trees. Municipal pricing for TREEage insecticide and application/injection equipment is determined by the manufacturer; and SiteOne is the closest distributor of TREEage and the only distributor in Dane County. Due to training, product storage and services needs, Forestry would like to use SiteOne as the sole source for purchasing in 2019. SiteOne provides these supplies at a discount in January.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City Parks Department has spent \$1,095,000 with SiteOne Landscaping since 2015. \$902,162 of that was non-competitively selected for use by the Forestry Division for Emerald Ash Borer chemicals. Another \$108,241 was non-competitively selected by Golf for fertilizer. Golf used a competitive selection process for \$69,075 used to purchase additional fertilizer. Additionally, \$15,451 was used for small purchases on p-cards that were not subject to competitive selection requirements.

Date: