



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.

This product is true sole source one manufacturer in the lower 48 states. This technology is cutting edge and will support any of our fully electric or PHEV vehicles in the fleet. This new asset will charge electric vehicles off the grid using the sun to fuel vehicles. Envision Solar EV ARC is also unique because the unit is portable and can be disassembled and installed in any location the City chooses. The solar panel follows the sun thought the day to absorb as much energy as possible. The energy is stored on the unit and fuels vehicle through a level 2 SAE J1772 connection. This will be the 3<sup>rd</sup> unit in the state of Wisconsin the first two purchased by an area credit union.

<https://www.youtube.com/watch?v=kAQCJcIN1d0>

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

Envision Solar is a new vendor for the City of Madison. We have never purchased from them before.

Date: