

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 01/28/2020

Requisition Number: (8 characters)

Requestor Name: Janet Schmidt

Requestor Phone Number: 608-261-9688

Requestor Email: Jschmidt@cityofmadison.com

Fund: 2120 STORMWATER UTILITY

Agency: 40 ENGINEERING

- 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: \$284,000.00

Vendor Name: USGS

Product/Service Description: Install/manage rain gauge &amp; flow monitoring stations

- \$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 USGS is a federal entity that has performed similar work for the City in the past and most recently and notably they have installed monitoring stations and performed similar work for the City's 2019 watershed studies. Partnering with the USGS will allow for us to continue the efforts that have been started while providing a cost savings for them to train city staff to take over similar monitoring activities through direct training and guidance.

The USGS is the leader in technical studies related to water resources and will collect high-quality hydrologic data and conducts unbiased, scientifically sound research. The outcome of this work will be a USGS series publication or peer-reviewed journal article. Having unbiased and highly reliable data will inform the City on best practices on Green Infrastructure implementation.

Funding for this is provided for in the 2020 Stormwater Utility Operating Budget. This will be a 5-year contract for a total of \$284,000 broken down as follows:

Fiscal Year	City of Madison	USGS
2020	\$65,000	\$22,000
2021	\$53,500	\$18,000
2022	\$54,000	\$18,500
2023	\$55,000	\$18,500
2024	\$56,500	\$19,000
<b>TOTAL</b>	<b>\$284,000</b>	<b>\$96,000</b>

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

The City of Madison has spent \$600,630 with the US Geological Survey since 2015. Of this, \$383,825 was spent on projects where the vendor was selected through Public Works processes. \$215,125 was approved by Common Council for non-competitive selection. The remaining \$1,680 was for smaller purchases under \$5,000, which were not subject to competitive selection policies.

Date: