

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 08/24/2020

Requisition Number: 20002848 (8 characters)

Requestor Name: Justin Stuehrenberg

Requestor Phone Number: 608-266-4904

Requestor Email: jstuehrenberg@cityofmadison.com

Fund: 2150 METRO TRANSIT

Agency: 85 METRO TRANSIT

- 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: \$100,000.00

Vendor Name: TransPro Consulting

Product/Service Description: Temporary staffing assistance to lead Metro Maintenance Dept.

- \$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.

With the impending retirement of Jeff Butler, the Maintenance Manager at Metro, there is a need to have someone fill the role on an interim basis until a permanent replacement is hired. We have identified a person with extraordinary experience that would be willing to come in for a short term assignment. This role is very important to the organization as we go through several changes to the way we operate due to COVID. The maintenance unit is also the subject a high number of personnel complaints including between management staff, so it's important to bring in someone from outside to help to make some needed process and culture improvements. I have scoured my network nationally, talking with several consultants and to find someone with the qualifications to step into a transit maintenance manager role immediately and willing to travel to do so on short notice. Mr. Steinmetz was the only one who fit that description.

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

This is a vendor that the City of Madison has not used before; therefore, they have no purchasing history to report on.

Date:

