

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 09/10/2020

Requisition Number: 20003038 (8 characters)

Requestor Name: Tyson Roessler

Requestor Phone Number: 608 246-4544

Requestor Email: troessler@cityofmadison.com

Fund: 2200 FLEET SERVICES

Agency: 41 FLEET SERVICES

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: \$60,000.00

Vendor Name: Air Plus

Product/Service Description: Auto lubrication equipment and installation

- \$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.

Fleet Service has worked with Air Plus (Mike Korek) for many years. Air plus installs auto lubrication equipment on heavy machinery and provides service and training after the sale. Fleet Service is working diligently to standardize the fleet. Standardization of the fleet and the installed equipment has countless cost saving affects. Standardization saves on installation, maintenance, training, tooling, inventory and diagnostics. Fleet Service is utilizing Lincoln Lubrication systems that are only available through Air Plus in the state of Wisconsin. Air Plus workmanship has proven to be a superior installation over other competitors and uses quality over quantity in all of their installations. Fleet has purchased 5 new John Deere end loaders; these machines are operated by Parks and Streets divisions. We have 5 units with 2 installations at 11,262.97 and the other 3 estimated to cost the same. Being these machines are new models the exact cost is unknown until the first installation is complete, but will not exceed \$12,000. By sourcing this equipment seperate from the equipment dealer, the City is saving the dealer mark up of roughly \$2,000 per unit in which Air Plus would have been the installer.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City has spent \$294,254 with Air Plus since 2015. None of these purchase were competitively selected. All were either small purchases under the threshold requiring competitive selection (\$27,913) or were approved for non-competitive selection (\$266,341).

Date: