

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 06/24/2021

Requisition Number: (8 characters)

Requestor Name: Stacie Reece

Requestor Phone Number: 608-261-9823

Requestor Email: sreece@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 19 MAYOR

- 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: \$246,595.00

Vendor Name: Sustain Dane

Product/Service Description: PSC OEI Grant - Energy Efficiency in Naturally Occurring Affordable Housing

- \$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 City of Madison applied for and has been awarded a grant through the WI-Public Service Commission - Office of Energy Innovation for the project "Energy Efficiency in Naturally Occurring Affordable Housing (EE-NOAH)" This grant application project is in partnership with Sustain Dane along with Elevate and the Northside Planning Council. Sustain Dane and Elevate have been working in the EE-NOAH sector since 2020 and were integral in securing the grant award. Sustain Dane was identified as the principal for the City to enter into a contract for the work on this project.

Project Overview: Sustain Dane and Elevate will complete energy efficiency assessments and installations on an estimated 103 units including estimated 23 units (in three buildings) on the Southwest side of Madison and 70 units (in ten buildings) on the Northside in the City of Madison's Naturally Occuring Affordable Housing stock.

Justification / Need: The way in which the PSC-OEI grant is structured is that the funding is not dispursed until the end of the grant period (6/2021 - 6/2022). The City of Madison is offering budgetary support to start the work on the EE-NOAH project by funding the work done through the Sustainability Improvements Fund in 2021 with reimbursement by the PSC-OEI back to the City of Madison in 2022. Without City of Madison support this work could not be done with the grant award from the state as the City does not have the staff or capacity to satisfy the grant defined project scope.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid Sustain Dane \$257,305.99 since 2015, including \$40,000 per year membership/sponsorship (non-competitive - sole source), and a total of \$17,305.99 made up of small purchases under the threshold for competitive selection.

Date: