

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 08/08/2018

Requisition Number: (8 characters)

Requestor Name: Katarina Grande

Requestor Phone Number:

Requestor Email: kgrande@publichealthmdc.com

Fund: 6100 PUBLIC HEALTH MADISON DANE

Agency: 32 PUBLIC HEALTH MADISON DANE

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: \$16,400.00

Vendor Name: Mamava

Product/Service Description: Mamava lactation suite

- \$25,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$25,000**
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.

Mamava suites are clean, comfortable, and dignified spaces that were specifically designed for a mom to pump or nurse. Mamava suites help moms meet their breastfeeding goals at work or on the go, creating healthier, happier moms. In addition to supporting Public Health's Healthy Beginnings program, Mamava suites allow agencies to comply with Section 7(r) of the Fair Labor Standards Act, which mandates that employers provide the time and a private place, other than a bathroom, for new mothers to pump within the first year of their child's life. Due to limited space options in the Atrium location of public health, this freestanding pod will provide necessary space for employees as well as other users of the Atrium and the public to breastfeed and pump. No other vendors to our knowledge are offering a similar product.

REVIEW

For Purchases of \$25,000 or less, a copy of this form, signed by Purchasing Services, will be returned to Requestor.

APPROVED



REJECTED