



MEMO

To: Finance Committee – Mayor Teske
From: Daron J Haugh – City Administrator
Subject: Re-evaluation Required: MSA & River Architects - Library FFP Grant Compliance
Date: 2024-12-19

I am writing to bring to your attention the immediate need to re-evaluate MSA & River Architects in accordance with the City of Mauston Procurement Policy. This re-evaluation is necessary to ensure compliance with the requirements of the FFP (Flexible Facilities Program) grant allocated for the Library project. The need for this is to determine that once a contractor relationship has been established through a competitive bid or formal quote process, future contracts may continue to be sole-sourced to that contractor. Because of this, those contractors fall into the category of being re-evaluated every (3) years.

This re-evaluation process is essential to maintain our grant eligibility and ensure all federal funding requirements are met. The goal is to determine the City of Mauston, including the Hatch Public Library, have maintained prior competitive bid and or formal quote process with MSA and River Architects, and both relationships have remained in good standing. See below section from the Procurement Policy.

- A. Single or Sole Source Purchases are allowed when purchases are below the purchasing thresholds of the Department Head/Staff and are not a first-time or one-time maintenance or capital improvement project.

Professional and Maintenance Service Contractors require the establishment of long-term relationships, either because of specific equipment being pre-selected or information and data collected that is not easily transferrable. Once a contractor relationship has been established through a competitive bid or formal quote process, future contracts may continue to be sole-sourced to that contractor. Contractors that fall into this category shall be re-evaluated every three (3) years by the Supervising Committee and staff to ensure services are meeting standards.

When City operations require a product, equipment, or service with unique specifications that only has a single source, staff should properly document and may recommend to the Committee/Council a single source. Preferably staff should provide quotes from two alternative vendors with related products, equipment, and services and provide a scale or variance in the quality of service provision to affirm the value of the single source product.