



# REQUEST FOR SOLE SOURCE

SS 16-0519

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Agent or, for Professional Services Agreements, the Finance Director. The foregoing requirement is regardless of whether the **sole source request for determination** has been signed by the Department Head.

To: Purchasing Office

From: William Watson / Public Works  
Name of Department Head Department

Subject:  
Sole Source Request for the purchase of Water Meters.

Requested Vendor: Baker Utility Supply  
Requested Number: 300 Itron and Badger Cost Estimate: \$20,000.00

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

### STATEMENT OF NEED

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to my completed Purchase Requisition.

<b>Requestor</b>		<b>Department Head</b>	
	<u>6/30/15</u>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Signature	Date		<u>6/30/15</u>
		Signature	Date

## SOLE SOURCE JUSTIFICATION

### 1. Requisition Items or Service:

Itron 100w Pulsar ERTs, Itron 100w Encoder ERTs, Itron Through-Lid Mounts, Itron Rod ERT Mounts, Water Meter Marking Stakes, 2in Compound High and Low Flow Register-Badger Meter Specific, Badger Registers, Badger Low Lead Meters.

### 2. Prior Procurement (RFP/BID #/PO #):

P/O's: 2015088, 2015205, 2015325, 2015436

### 3. Please describe the item and its function:

Water Meters and ERT's that work with the City's billing and water meter reading system.

### 4. This is a sole source\* because:

- sole provider of a licensed or patented good or service.
- sole provider of items that are compatible with existing equipment, inventory, systems, programs or services.
- sole provider of goods and services for which the City has established a standard\*\*
- sole provider of factory-authorized warranty service
- sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
- the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

\*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

\*\*Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

### 5. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

Baker Utility is the local authorized distributor for both Itron and Badger specific water meters.

**6. What steps were taken to verify that these features are not available elsewhere?**

- Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)
- Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).
  - Mountain States Pipe and Supply, Paul Carroll 719-634-555: Itron Only Dealer
  - United Systems, Brain Boyd 800-455-3293: Unauthorized to sell in the region.
  - United Utilities, Kim Kashmerick 615-459-8288: Unable to quote in New Mexico.

<p><b>Purchasing Agent</b></p>   <p>_____ Signature</p> <p>_____ Date</p>	<p><b>Finance Director</b></p> <p><input type="checkbox"/> Approved <span style="margin-left: 100px;"><input type="checkbox"/> Rejected</span></p>  <p>_____ Signature</p> <p>_____ Date</p>
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***If this sole source relates to a procurement of general services or tangible property:***

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the City Purchasing Agent;
- 3) the signature of the City Finance Director on this form is the final signature required for this sole source procurement, unless procurement exceeds \$15,000; and
- 4) the signature of the City Manager (below) is required; and
- 5) this sole source is granted as of the date of signature by the City Manager.

***If this sole source relates to a procurement of professional services:***

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the City Manager (below) is required; and
- 3) this sole source is granted as of the date of signature by the City Manager.

**APPROVED:**

  
\_\_\_\_\_  
City Manager Signature

  
\_\_\_\_\_  
Date