



Legislation Details (With Text)

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**Title:** RESOLUTION APPROVING THE ATTACHED LISTING OF SOLE SOURCE SUPPLIERS AND AUTHORIZING WAIVING OF BIDDING AS REQUIRED FOR THE PURCHASE OF BUDGETED SUPPLIES, MATERIALS, EQUIPMENT AND PROJECTS FOR SO LONG AS THE LISTED VENDOR REMAINS THE SOLE SOURCE FOR THE ITEM(S) SPECIFIED.

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**Attachments:** 1. RESOLUTION, 2. BACKGROUND, 3. BACKGROUND

Date	Ver.	Action By	Action	Result
11/2/2016	1	Regular City Commission Meeting		

**TO:** Mayor and City Commission

**FROM:** Douglas E. Smith, City Manager

**DATE:** November 2, 2016

RESOLUTION APPROVING THE ATTACHED LISTING OF SOLE SOURCE SUPPLIERS AND AUTHORIZING WAIVING OF BIDDING AS REQUIRED FOR THE PURCHASE OF BUDGETED SUPPLIES, MATERIALS, EQUIPMENT AND PROJECTS FOR SO LONG AS THE LISTED VENDOR REMAINS THE SOLE SOURCE FOR THE ITEM(S) SPECIFIED.

**BACKGROUND:**

Over the years, the City has acquired several pieces of equipment that must be operated, repaired or otherwise maintained with manufacturer identified proprietary sole source goods and/or services. The need for these sole source goods and/or services as well as the associated costs varies by item and the nature of the specific operations involved. Historically, occasions have arisen when the single or cumulative fiscal year costs of individual sole source items have exceeded the City’s formal bid threshold. These instances have necessitated that multiple requests for waiving of bidding be brought before the City Commission during a single fiscal year.

Attached is a listing that represents the City’s currently identified sole source suppliers. A second attachment contains each manufacturer’s most recent sole source letter to the City outlining the exclusive distributorship agreement, territorial market, product patent or other basis for the sole source determination. The Purchasing Division updates the sole source list on a regular basis, and will continue to do so, in order to make sure the vendor list is consistent with this proposed resolution.

Although expenditures for many of the City’s sole source purchases will not surpass the City’s formal bid

threshold, this agenda item seeks approval of the sole source supplier listing as well as the waiving of bidding for any single or cumulative purchases that do in fact equal or exceed the formal bid threshold. Approval of this preemptive action will ensure that City departments are able to acquire often critically needed sole source goods and services in a timely manner. This will eliminate interruptions to operations that typically result when individual sole source waiving of bidding requests are required to be brought forth as needed.

**RECOMMENDATION:** Approve

**FISCAL IMPACT:** Various City budgeted accounts as needed

**CONTACT PERSON:** Spencer L. Shambray, CPPB, Purchasing Manager