



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**Sole Source Purchases** are defined clearly, based upon a legitimate need, and are 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/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

**Sole Source Services** are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

**Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.**

### Requesting Division

Name Louis Weckerling Division/Dept General Services

Phone 859-285-9254 Email lweckerl@lexingtonky.gov

Type of Purchase:  Goods/Materials/Equipment  Services

Cost: \$19,850.00

Sole Source Request for the Purchase of: Boiler Storage, Rigging and Transport to the 13th floor Penthouse Mechanical Room

One Time Purchase  To Establish Sole Source Provider Contract  
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

### Vendor Information

Business Name Wilhite

Contact Name Jim Wilhite

Address 2309 Wilhite Court

Phone 859-233-4080 Email jwilhite@wilhitelimited

**STATEMENT OF NEED:** (Add additional pages as needed)



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

My division/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 LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

**1. Describe the product or service and list the necessary features this product provides that are not available from any other option.**

LFUCG is ordering two boilers weighing over 2000 Pounds each. Wilhite has the ability to store and handle these heavy boilers.

---

---

**2. Below are eligible reasons for sole source. Check one and describe.**

Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

Uniqueness of the service. Describe.

Wilhite has the ability to handle and store these heavy boilers. LFUCG does not have that ability.

The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe.

Used item with bargain price (describe what a new item would cost). Describe.

Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:

-

---

---



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).**

---

---

---

**4. How was the price offered determined to be fair and reasonable?**  
(Explain what the basis was for comparison and include cost analyses as applicable.)

---

---

---

**5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.**

---

---

---



2309 Frankfort Ct. - Lexington, Kentucky 40510  
- Phone: (859) 233-4080 - Fax: (859) 233-7669

---

September 1, 2015

## BUDGET PROPOSAL

Cunningham's Consulting Services  
Attn: Roger Cunningham  
Lexington, KY

Re: Boiler Replacement @ Lexington Fayette Urban County Government Building – Main St.

We propose to provide equipment & labor to complete the following separate tasks associated with the replacement of the boilers presently located on the 13<sup>th</sup> floor of the LFUCG Building on Main Street per my on-site discussions with Lewis of LFUCG on Monday, August 17<sup>th</sup>. All work will occur during normal weekday working hours. We are assuming that this is a non-prevailing wage project.

- a) Dismantle + lie over + transport down two flights (9 risers each) of stairs w/landings the four existing vertical boilers (1A + 1B + 1C + 1D @ approximately 71 1/2" tall x 30" deep x 28" wide) to the 12<sup>th</sup> floor elevator for transporting to the ground floor so to allow disposal by WLI personnel and/or others. The disconnection of all existing piping + gas + electrical + etc.... will be handled by others. In other words, when we arrive on site, the boilers will be ready for dismantling/transporting/disposal by WLI personnel.
- b) Receive + store + haul to the jobsite + transport to the 12<sup>th</sup> floor by means of the service elevator + transport up the stairs to the 13<sup>th</sup> floor mechanical room the three new 1,500 lb. boilers (exact equipment specifications & dimensions are unknown at this time). The attachment of all utilities + piping + electrical + duct work + final equipment alignment + etc... associated with the new boilers will be handled by others, not WLI personnel.

Other contractors and/or LFUCG personnel will also handle all work associated with 1) equipment pad enlargement if deemed necessary 2) handle all temporary cloth padding/protection within & atop the elevator walls 3) the draining of all fluids & contaminants from within the existing boilers and 4) all internal blocking required within the new boilers in order to prevent damage when laying over which is required due to height & width access restrictions (this said blocking should be manufacturer installed so as to not terminate warranties of the equipment).

Please keep in mind that we intend to permanently install lifting eyes within the stairwell required to safely assist WLI personnel in the laying over of all equipment due to stairwell & passage door & stair landing restrictions (i.e. – minimal height + narrow stairs only 37" wide x 84 1/2" deep + tight landings (32" max clearance from rail post to floor mounted radiator) + etc....) which all in turn all make the maneuvering & shifting of all equipment very difficult.



2309 Frankfort Ct. - Lexington, Kentucky 40510  
- Phone: (859) 233-4080 - Fax: (859) 233-7669

---

Additional project exclusions include bonding, floor & wall protection throughout the building in regards to our pre-designated route-of-passage with all equipment, temporary walls/barricades/partitions, the removal of all contaminates within the old boilers which could make disposal difficult, wall & floor openings if deemed necessary, passage door removal & enlargement if deemed necessary, the temporary disconnection + removal + relocation of existing equipment within the mechanical room found to interfere with our required route-of-passage, permits, inspections, tests/surveys and engineering.

## **Budget “Boiler Replacement” Price = \$19,850.00**

**\*\*NOTE\*\***

- 1) We expect to have the opportunity to adjust our aforementioned “Budget Contract Price” up or down once we receive all equipment specifications. Furthermore, any & all changes which differ from my assumptions, will have an effect on our said replacement price.

We appreciate the opportunity to quote this project.