



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 John Howard Division/Dept. Waste Management

Phone 859-280-8577 Email jhoward3@lexingtonky.gov

Type of Purchase: (X) Goods/Materials/Equipment (X) Services

Cost: Budgeted funds allocated for software licenses, scale hardware/RFID tags/readers, professional services, and software/scales maintenance support.

Sole Source Request for the Purchase of: Mettler Toledo software licenses, hardware-scales/RFIDtags/readers, professional services and software/scales maintenance support.

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 Mettler Toledo

Contact Name Brenda Everman

Address 1900 Polaris Parkway

Phone (859 806 9050) Email Brenda.everman@mt.com



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STATEMENT OF NEED: (Add additional pages as needed)

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.

This request is to set up Mettler Toledo as our vendor of choice for additional software licenses, new hardware for scales/RFID-readers/tags, professional services related to scale equipment, and software maintenance. By using recommended systems from Mettler Toledo, this will enable Waste Management to support the physical scales at HPL, Transfer Station, Recycling Center and the Auto Scales software will be more effective and will reduce support costs.

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.)

All heavy-duty vehicles in the fleet are outfitted with specific RFID tags from Mettler that is used with readers to add data into the Auto Scales software that runs the scales. With new technology advancements, new hardware device, component and new add-ons are necessary to keep the fleet up to date with RFID tags and update the scales as needed.

Uniqueness of the service. Describe.

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:



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

Mettler Toledo was part of a formal RFP process with the GBB proposal, which included Routeware, and was chosen to be implemented as the scale vendor for both hardware and software. This sole source will add the ability to purchase new hardware devices, software licenses, maintenance support and professional services for the scales and its software.

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.)

Mettler quotes us at cost the amount of the equipment and services

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