



## 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: Tracey Thurman                      Division/Dept. 303505  
Phone 859-425-2836                      Email: tthurman@lexingtonky.gov  
Type of Purchase: (X) Goods/Materials/Equipment    ( ) Services

Cost: \$ 35,000

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

### Vendor Information

Steinert, USA

Contact: Dan Cahill  
285 Shorland Drive  
Walton, KY 41094  
800-595-4014

Email: cahill@steinertus.com

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

1. **Describe the product or service and list the necessary features this product provides that are not available from any other option. Below are eligible reasons for sole source. Check one and describe.**

**Aluminum cans is the most valuable of the recovered materials processed at LEX-MRF. Steinert is the original equipment manufacturer of the Eddy Current that separates the**



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

aluminum cans from other materials. Extreme Quality is necessary to meet vendor specifications.

2. 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.

*The Eddy Current is a specialized piece of equipment with many proprietary parts and procedures to service. Periodic maintenance is important to assure machine is in optimum working condition.*

**X** 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:

---

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.).

*This was sold by MachineX, the installer of the majority of the equipment at LEX-MRF. Steinert, USA operations, are located in northern Kentucky; therefore, creating an opportunity to work directly with the manufacturer.*

4. How was the price offered determined to be fair and reasonable?

*In comparison with MachineX, Travel Fees and OT Rates are competitive for a Professional Service Technician (Electrician).*

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

*We have the potential to save up to 500 lbs. (approximately \$300.00 of UBC) daily without manually sorting.*