



## 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:** Tiffany Rank, P.E.

**Division/Dept:** Water Quality

**Phone:** 859.425.2406

**Email:** tiffanyr@lexingtonky.gov

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

Cost: \$25,216.00 (Quote Attached)

Sole Source Request for the Purchase of: One (1) 72" X 72" heavy duty sluice gate with cast iron frame and slide for replacement of damaged "sluice gate" at the Town Branch WWTP Primary Effluent Pump Station as manufactured by Hydro Gate Company and distributed by the regional sole source vendor BissNuss, Inc. The requested "sluice gate" is provided as Original Equipment Manufacturer, OEM.

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 BissNuss, Inc

Contact Name Craig Chapman

Address 845 Old Hill Road, Loveland, Ohio 45140

Phone 513.677.8700 Email cchapman@bissnussinc.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.**

The product as previously indicated is one (1) 72" X 72" heavy duty sluice gate with cast iron frame and slide as manufactured by Hydro Gate Company in accordance with the original drawing #870236001 dated 5/5/87. Further, the product and manufacturer are Regional Equipment Manufacturer (OEM) and said product is only available through BissNuss, Inc as the sole source regional representative(s) for Hydro Gate Company. Please see attached Sole Source documentation from Hydro Gate Company.

**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.

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 inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).**

In an effort to identify all possible vendors for the previously identified heavy duty sluice gate, Hydro Gate Company was contacted to identify any and all vendors and/or authorized agents for said product and BissNuss, Inc was identified by the manufacturer as the "sole source" vendor for said product in the state of Kentucky.

**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.)

The price offered was determined to be fair based on discussions with manufacturer and based on a previous purchase of same type of sluice gate from Hydro Gate Company.

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

While a specific dollar amount of savings cannot be provided it has been the experience of Town Branch WWTP Administrative and/or maintenance supervisor(s) that replacement of unique and/or specialty items are usually if not always more cost effective and exact in meeting all required specifications when purchased through the OEM as opposed to having "product" reproduced by a alternate manufacturer/fabricator.