

MANATEE COUNTY GOVERNMENT SOLE SOURCE INTENT TO AWARD

SUBJECT	Parts, accessories and repairs to Menzi equipment	DATE POSTED	MC <u>10/13/15-SS</u>
PURCHASING REPRESENTATIVE	George Earnest CPPB, Buyer, X 3044	DATE CONTRACT SHALL BE AWARDED	Contingent upon the acceptance of Purchasing Official (5 days)
DEPARTMENT	Public Works, Fleet Division	CONSEQUENCES IF DEFERRED	Inability to repair Menzi equipment
SOLICITATION	SS #201600015 Task #160140 Valid 10/20/2015	AUTHORIZED BY DATE	George Earnest CPPB, Buyer October 13, 2015 <i>DE</i>

NOTICE OF INTENT TO AWARD

Sole Source Request #201600015 notice of Intent to Award to Menzi USA Sales, Inc.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws, Sections 2-26-40 & 2-26-45

BACKGROUND/DISCUSSION

- ▶ Manatee County maintains several Menzi articulated front-end loaders/mowers. Parts, accessories and repairs must be made with Menzi OEM parts and factory authorized technicians.
- ▶ Menzi USA Sales, Inc. of Lakeland, FL is the sole Menzi distributor and authorized repair provider in Florida.

If a vendor believes this item is not a sole source procurement, Manatee County Purchasing Division requires prospective vendors provide information regarding their ability to supply the commodity or contractual services described prior to the date indicated for "date contract shall be awarded".

ATTACHMENTS (List in order of attached)	<ul style="list-style-type: none"> Sole Source Procurement Request Form 	FUNDING SOURCE (Acct Number & Name)	X Funds Verified Acct #502-0012201-595007
ESTIMATED ANNUAL COST PER SUPPLIER	<\$100,000	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A



SS# 201600015

R062038

Sole Source/Noncompetitive Purchasing Request

Department: Public Works/Fleet Svcs Contact: Michael Brennan Ext: 7359

Purchase Request (PR) Number: Annual Form R062038/P1600105 Date: 01/14/15

Description:
(Explain request in detail) Proprietary parts and service for Menzi Muck and AEBI

Vendor: Menzi USA Phone: 800-247-3789 Cost: As needed.

PART I – SOLE SOURCE PURCHASING (*Sole source purchasing* is defined as the acquisition of commodities or services where there is only one available source for the required commodity or service. Ex: proprietary software or equipment, copyright)

1. Are these commodities or services only available from one single source? ☒ Yes ☐ No

2. Explain why the commodity/service being requested is the only commodity/service that can meet your needs and why alternatives are unacceptable. Be specific regarding specifications, features, capability, compatibility, etc.

Original equipment parts and service are required for all Menzi Muck and AEBI equipment held within the County's inventory. These parts and services are only available through Menzi USA.

3. Why is this vendor the only source from which to make this purchase? Describe efforts made to verify this information. (Attach sole source letter from vendor as documentation)

See attached memo

4. Explain the consequence to the County or its taxpayers, including a dollar amount of the financial impact, if the sole source purchase is not approved.

If this sole source procurement is not approved it would create the inability of Fleet Services to properly maintain this equipment. In turn, direct community support programs requiring the use of these machines would be unable to complete their statutory requirements to provide services to maintain public health, safety and welfare of the citizens of our community.

NOTE: In any case where the County seeks to purchase from a sole source materials for the construction, modification, alteration or repair of any county-owned facility, the Board of County Commission must first make the written findings required by Florida Statutes, Section 255.04.

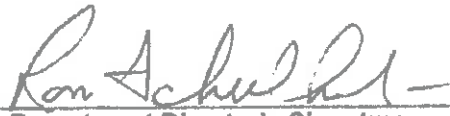
I hereby request that a sole source/noncompetitive request be approved for the purchase of the above statement of work, material, equipment, commodity, or service.



Division Manager's Signature
(up to \$25,000)

Michael J. Brennan, CEM
Print Name

1/14/2015
Date



Department Director's Signature
(Greater than \$25,000)

Ron Schulhofer
Print Name

1-15-
Date

FOR PURCHASING DIVISION USE:



Sole Source:

Posting: Categories Three and Four require an electronic posting for a minimum of five (5) business days. Category Five requires BCC approval and will be posted via board agenda for a minimum of seven (7) calendar days prior to board meeting.
Reports: Categories One through Three reported quarterly to FMD and County Administrator.

Noncompetitive:

Posting: Category Three requires an electronic posting for a minimum of five (5) business days prior to award. Categories Four and Five require BCC approval and will be posted via board agenda for a minimum of seven (7) calendar days prior to board meeting
Reports: All categories reported quarterly to Board of County Commissioners, County Administrator, County Attorney's Office and FMD.

Reviewed and Approved by:



Buyer Name / Date
(up to \$100,000)

George Earnest 10-9-15

Contracts/Buyer Manager / Date
(up to \$250,000)

Purchasing Official / Date
(Greater than \$250,000)

