

MANATEE COUNTY GOVERNMENT

SOLE SOURCE or NONCOMPETITIVE INTENT TO AWARD

SUBJECT	Fuel Management System; FuelMaster® software and hardware	DATE POSTED	MC <u>2/20/15</u>
PURCHASING REPRESENTATIVE	Bonnie Sietman, Sr. Buyer 941-749-3046 x3046	DATE CONTRACT SHALL BE AWARDED	March 1, 2015 (post for five business days)
DEPARTMENT	Public Works; Fleet Department	CONSEQUENCES IF DEFERRED	N/A
AUTHORIZED BY	SS# 201500158 Task 20150885 R060062	AUTHORIZED BY DATE	February 20, 2015 (approved bls - 2/3/2015) (post 2/23- 2/27) (see attachment)

NOTICE OF INTENT TO AWARD

Sole Source notice of Intent to Award #201500885 for FuelMaster® Fuel Management software and hardware to Windemuller Technical Services Inc. located in Sarasota, Florida.

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

- This procurement is for the FuelMaster® software and hardware maintenance of Manatee County's fuel management program.
- Windemuller Technical Services, Inc. is the factory certified Distributor and Service Center for Manatee – Sarasota counties and authorized to distribute, install, and service all FuelMaster® and AIM products for Manatee County.
- Manatee County shall monitor the blanket order on an "as required" basis and is valid for two years.
- The annual estimated expenditure is \$75,000.00.

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) •	FUNDING SOURCE (Acct Number & Name)
	<input type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST \$75,000.00	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)
	5010003698-595000 County Blanket Order



SS 201500158
VALID 2/20/15 - 2/19/17

Sole Source/Noncompetitive Purchasing Request

Department: Public Works/Fleet Svcs and Fuel Services Contact: A SHARPE Ext: 7377

Purchase Request (PR) Number: R060062 FOR PO Date: 2-17-2015

Description: (Explain request in detail) NEW ANNUAL PO FOR FUELMASTER

Vendor: WINDEMULLER V976503 Phone: 941-355-8822 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.
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)
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.

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.

SOLE SOURCE

PART II – NONCOMPETITIVE PURCHASING (*Noncompetitive purchasing* is defined as the acquisition of commodities or services from a unique source or provider based upon particular skills and expertise (Ex: standardization, warranty, compatibility) where other competitive sources may be available; or upon a determination that the likely, non-speculative cost of obtaining competitive quotes would exceed any potential savings and benefit to the County.)

- 1. 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.**

This vendor is the factory certified sole provider/installer for all FuelMaster products.

- 2. Explain the advantages of this noncompetitive purchase on the basis that only one practical source exists. Describe the efforts made to verify this information. (Attach manufacturers or distributorships letter as documentation)**

This vendor is the only one authorized to distribute, install and service all FuelMaster Aim products.

- 3. Will this purchase obligate us to a particular vendor for future purchases, either in terms of maintenance or compatibility should the need arise to purchase a 'like' item in the future?**

Yes. Compatibility with the system and for warranty.

- 4. Describe your efforts to obtain the best price from the vendor and provide any documentation to substantiate your findings. Give the result of the initial offer versus the final offer.**

Previous purchases.

- 5. Would you prefer Purchasing to contact vendor for the best price? Yes No**

- 6. Explain the consequence to the County or its taxpayers, including a dollar amount of the financial impact, if the noncompetitive purchase is not approved.**

If this limited competition procurement is not approved it would create the inability of Fleet Services and Fuel 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.

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.

Michael J. Brennan
Division Manager's Signature
(up to \$25,000)

Michael J. Brennan, CEM
Print Name

2/17/15
Date

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

Ron Schulhofer
Print Name

2-18-15
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:

Donna Linton

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

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

*fuel management program
#1200581*

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