

CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

DATE: 3/7/2011

DEPARTMENT: Public Works
DIVISION: Regional Transit Sytem

CONTACT: Paul Starling
EXTENSION: 7840

PURCHASE/PROJECT AMOUNT: \$88,087.00

CITY COMMISSION APPROVAL REQUIRED:

COST TERM: Annual (annual, quarterly, etc.)

☒ NO☐ YES, DATE:☐ ONE-TIME, SINGLE PURCHASE☒ CONTRACT/PURCHASE ORDER/AGREEMENT/PROJECT

TERM BEGIN/END DATES: 4/1/2009/3/31/2011

DESCRIPTION OF THE MATERIAL OR SERVICE TO BE PROVIDED: Purchase and installation of 55,000 lb drive on vehicle lift.

PROPOSED VENDOR/CONTRACTOR NAME: Heavy Duty Lift & Equipment, Inc.
ADDRESS: 6559 Bermuda Lane
CITY, STATE, ZIP: Flowery Branch, GA 30542

INDICATE ONE METHOD OF SOURCE SELECTION

☒ OTHER AGENCY: Purchasing Policy #060732, Section 6.3(c) Materials, equipment or services purchased under state or federal contracts or other public agency cooperative purchasing opportunities.

☐ UTILITY: Purchasing Policy #060732, Section 6.3(d) Utility services when the subject utility is the only available source of such service.

☐ CONTRACTURAL: (PROFESSIONAL SERVICES*) Purchasing Policy #060732, Section 6.3(e) Contractual services of a professional* nature whose cost does not exceed \$50,000, except as required by State law and except for legal services in connection with litigation involving the City. Continuing contracts for professional services of indefinite duration shall be reviewed for appropriateness with regard to the quality of the service and the competitiveness of the cost. Such review shall be the responsibility of the appropriate charter officer and his/her designee and shall be conducted not less than every five years.

* Services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field.

☐ EMERGENCY: Purchasing Policy #060732, Section 6.3(f) Emergency purchases, at the discretion of the (City) Manager, where the circumstances of the emergency do not permit sufficient time to obtain competitive quotes.

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WAIVED SITUATIONS:

Written detailed justification is required and must be attached to the signed Method of Source Selection form.

- ☐ ONLY APPROVED: Purchasing Policy #060732, Section 5(o) – Only one source meets the stated requirements of a specification based on a thorough qualitative and/or quantitative evaluation.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing and include with supporting documentation as to why the vendor/contractor is the ONLY APPROVED SOURCE to provide the commodity/service. *Attach* all supporting documentation, including detailed written justification to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- ☐ SOLE SOURCE: Purchasing Policy #060732, Section 5(r) – The only source through which materials or services may be purchased.




REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing and include with supporting documentation as to why the vendor/contractor is the SOLE SOURCE to provide the commodity/service. *Attach* all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- ☐ SPECIFIED SOURCE: Purchasing Policy #060732, Section 5(s) – A source selected without competitive bidding for justifiable reasons.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing and include with supporting documentation as to why the vendor/contractor is the SPECIFIED SOURCE to provide the commodity/service. *Attach* all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

The REQUISITIONER/REQUESTER hereby attests (certify under oath) that he/she took part in the procurement represented and that he/she is independent of, and have no conflict of interest in, the entity evaluated and selected. He/she recommends that competitive bidding be waived and that the material or service be purchased from the vendor indicated based on the existence of a non-competitive situation as described and attached in detail hereto.

Written detailed justification is required and must be attached to the signed Method of Source Selection form.

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 REQUISITIONER/REQUESTER	<u>3/7/11</u> Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 DEPARTMENT HEAD SIGNATURE	<u>3/7/11</u> Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 LEADERSHIP TEAM SIGNATURE	<u>3/8/11</u> Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 EXECUTIVE TEAM SIGNATURE	<u>3/9/11</u> Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 CHARTER OFFICER SIGNATURE	<u>3-9-11</u> Date