

# CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

**NOTE TO PREPARER:** *The purpose of this form is solely for the department to justify why the requested purchase, over \$5,000, is not being competitively quoted or bid. Signature by the Procurement Manager or their designee on this form indicates only agreement as to the reasonableness of the specified selection method justified herein; it is not authority to make the purchase.*

**Department is required to route any contracts through City Attorney and Risk for their respective approvals.**

DATE: 10/30/2018 DEPARTMENT: Regional Transit Sys DIVISION: \_\_\_\_\_  
CONTACT: Paul Starling EXTENSION: 7840

PURCHASE/PROJECT AMOUNT: \$1,348,312.00  
COST TERM: \_\_\_\_\_ (annual, quarterly, etc.)  
 ONE-TIME, SINGLE PURCHASE  
 CONTRACT/PURCHASE ORDER/AGREEMENT/PROJECT TERM BEGIN/END DATES: 12/7/2018 / 9/30/19

CITY COMMISSION APPROVAL REQUIRED \*:  NO \*  YES, DATE: 12/6/18  
If No and purchase is \$100,000 or greater, indicate Purchasing Policy exception section: \_\_\_\_\_

\* Procurement Policy #170116 Section 7: Purchases Requirement City Commission Approval  
7.1 Every purchase of an item of materials, equipment, services, and extensions to existing contracts with a value greater than \$100,000 shall require the approval by the City Commission, except for the following: (*see policy for list*)

DESCRIPTION OF THE MATERIAL OR SERVICE TO BE PROVIDED: Digital Recorders voice annunciation equipment for buses

PROPOSED VENDOR/CONTRACTOR NAME: Clever Devices  
ADDRESS: 300 Crossways Park Drive  
CITY, STATE, ZIP: Woodbury, NY 11797

## INDICATE ONE METHOD OF SOURCE SELECTION (CHECK ONLY ONE OF 1-8 BELOW)

1.  OTHER AGENCY\*: Procurement Policy #170116, Section 6.6(c) Purchases made under state, federal or other public agency agreement or cooperative contracts.  
\* When utilizing other public agency competitive purchasing opportunities you must obtain and attach a copy of all elements of the "other agency" bid award:
- Invitation to Bid
  - Bid Record
  - Awarded Bid Response(s)
  - Notification of Award
    - Vendor name
    - Commodities/services awarded
    - Award price (itemized quote that must match contract and include contract number)
  - Complete Contract

**NOTE: Upon approval of the MOSS form by Procurement, piggyback purchases must have a "bridge" agreement executed by vendor and City that incorporates the piggyback agreement.**

2.  UTILITY: Procurement Policy #170116, Section 6.6(d) Utility services when the subject utility is the only available source of such service.
3.  PROFESSIONAL SERVICES: Procurement Policy #170116, Section 6.6(e) Contractual services of a professional\* nature whose cost does not exceed \$50,000, except as required by State law  
\* 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.  
**Written detailed justification is required and must be attached to the signed Method of Source Selection form.**
4.  LEGAL SERVICES: Procurement Policy #170116, Section 6.6(f)

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- 5.  CONTINUING CONTRACTS: Procurement Policy #170116, Section 6.6(g) Work performed under Continuing Contracts, as defined by Florida Statutes, for professional services of indefinite duration. Continuing Contracts 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 Manager and shall be conducted not less than every five years.  
**Written detailed justification is required and must be attached to the signed Method of Source Selection form.**
- 6.  EMERGENCY: Procurement Policy #170116, Section 6.6(h) Emergency purchases, at the discretion of the (City) Managers, when urgent situations do not allow sufficient time to obtain competitive bids.  
**NOTE: An Emergency Purchase Request form (found at the back of this document) must first be completed and approved by both the Purchasing Division and either the Assistant City Manager, Chief of Staff or City Manager (based upon signature authority levels), then submitted along with the Method of Source Selection form to Procurement for final approval.**

**NON-COMPETITIVE SITUATIONS:**

**IMPORTANT NOTE: The Non-Competitive Situations Justification form which follows on the next page must be completed and submitted together with the signed Method of Source Selection form. REQUISITIONER/REQUESTER shall complete the attached NON-COMPETITIVE SITUATION JUSTIFICATION form** with supporting documentation as to why the vendor/contractor is the SOLE SOURCE/SPECIFIED 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.

- 7.  SOLE SOURCE: Procurement Policy #170116, Section 5(q) – The only source through which goods, equipment or services may be purchased.
- 8.  SPECIFIED SOURCE: Procurement Policy #170116, Section 5(r) – A source selected without competitive bidding for justifiable reasons.

**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.**

REQUISITIONER/REQUESTER	Date
DEPARTMENT (DIVISION) HEAD SIGNATURE	Date
PROCUREMENT MANAGER OR DESIGNEE	Date



