

CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

DATE: 5/4/17

DEPARTMENT: Public Works
DIVISION: Regional Transit System

CONTACT: Eustache Mine
EXTENSION: 7861

PURCHASE/PROJECT AMOUNT: \$118,667.00

COST TERM: (annual, quarterly, etc.)

 ONE-TIME, SINGLE PURCHASE CONTRACT/PURCHASE ORDER/AGREEMENT/PROJECT

TERM BEGIN/END DATES: /

CITY COMMISSION APPROVAL REQUIRED *: NO * YES, DATE: 6/15/17

If No and purchase is \$50,000 or greater, indicate Purchasing Policy exception section: _____

* Purchasing Policy #060732, Section 7: Purchases Requirement City Commission Approval

7.1 Every purchase of an item of supplies, materials, equipment, contractual services, or extension(s) to existing contracts costing in excess of \$50,000 shall require the approval of the City Commission, except that no prior approval shall be required for the following: *(see policy for list)*

DESCRIPTION OF THE MATERIAL OR SERVICE TO BE PROVIDED: Purchase and installation of DVRs, cameras and accessories, and surveillance system software upgrade

PROPOSED VENDOR/CONTRACTOR NAME: Seon Systems Sales IncADDRESS: 38 Burbidge StreetCITY, STATE, ZIP: Coquitlam BC V3K 7B2

INDICATE ONE METHOD OF SOURCE SELECTION

(CHECK ONLY ONE OF 1-7 BELOW)

1. 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.
* When utilizing other public agency competitive purchasing opportunities you must obtain and attach a copy of all elements of the "other agency" bid award:
 - o Invitation to Bid
 - o Bid Record
 - o Awarded Bid Response(s)
 - Vendor name
 - Commodities/services awarded
 - Award price
 - o Complete Contract

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

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

4. 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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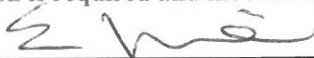
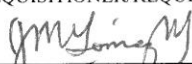

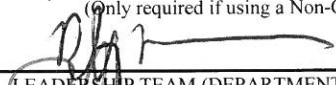


NON-COMPETITIVE SITUATIONS:

Non-Competitive Situation Justification form is required and must be attached to 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 ONLY APPROVED SOURCE/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.

- 5. 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.
- 6. SOLE SOURCE: Purchasing Policy #060732, Section 5(r) – The only source through which materials or services may be purchased.
- 7. SPECIFIED SOURCE: Purchasing Policy #060732, Section 5(s) – 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	5/4/17 _____ Date
 _____ DEPARTMENT (DIVISION) HEAD SIGNATURE	5/4/17 _____ Date
 _____ PURCHASING MANAGER OR DESIGNEE (Only required if using a Non-Competitive Situation)	5/17/2017 _____ Date
 _____ LEADERSHIP TEAM (DEPARTMENT HEAD) SIGNATURE	5/17/17 _____ Date
 _____ EXECUTIVE TEAM (LEADERSHIP TEAM) SIGNATURE	5/18/17 _____ Date
 _____ CHARTER OFFICER (EXECUTIVE TEAM) SIGNATURE	5-19-17 _____ Date

DATE:

NON-COMPETITIVE SITUATIONS JUSTIFICATION

PROPOSED VENDOR/CONTRACTOR NAME: Seon Systems Sales Inc

MATERIAL OR SERVICE TO BE PROVIDED: Purchase and installation of DVRs, cameras and accessories, and surveillance system software upgrade

PURCHASE/PROJECT AMOUNT: \$118,667

(CHECK ONLY ONE OF 1-3 BELOW)

1. This is an only approved source because (complete #4 & #5): (Please be specific): _____
2. This is a specified source because (complete #4 & #5): (Please be specific): In 2011 RTS awarded a contract to Seon Systems Sales, Inc. to install digital surveillance systems in the Transit Fleet. This vendor is the sole manufacturer representative for all video and camera componentry used in this system. To ensure comptability and functionaly with the existing equipment (and software) we must purchase the equipment from the same manufacturer.
3. This is a sole source because (complete #4 & #5):
 - sole provider of a licensed or patented good or service
 - sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
 - sole provider of goods and services for which the City has established a standard
 - sole provider serving the geographic area in which the City is located of factory-authorized warranty, maintenance, or support services
 - sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
 - the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc.)
 - Other (attach memo with justification)

4. What necessary features does this vendor provide which are not available from other vendors? (Please be specific): This vendor is the sole manufacturer of the DVRs and cameras currently being used.

5. What steps were taken to verify that these features are not available elsewhere?

- Other brands/manufacturers were examined (please indicate the method of research, including names and contact information, and explain why these were not suitable). _____
- Other vendors were contacted (please indicate the method of research, including names and contact information, and explain why these were not suitable). _____

Statement of Need:

This proposed non-competitive waiver is based upon an objective review of the required product/service and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to waive competitive bidding on this purchase when there are other known suppliers to exist.

Eustache Mine
Printed Name of Requester

[Signature]
Signature of Requester

5/4/17
Date

Department (Division) Head:

[Signature] 5/4/17
Updated 11-16-2007; 3/2012; 10/2016; 12/2016

Purchasing: Approved as to reasonableness of justification

[Signature] 5/17/2017
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**Written detailed justification as required for the selection above.
(designate the paragraph number from above)**

5. N/A - No other brands/manufacturers or vendors were examined or contacted. The original system, including software, was obtained through the bid process. This is the sole manufacturer of these DVRs and cameras which ensure compatilby and functionality with existing equipment.