

CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

DATE: 5/12/2016

DEPARTMENT: RTS
DIVISION: Operations

CONTACT: Eustache Mine'
EXTENSION: 7861

PURCHASE/PROJECT AMOUNT: \$125,447.00

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: 6/2/16 #160013
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: Add security cameras and barcode reader

PROPOSED VENDOR/CONTRACTOR NAME: Security 101
ADDRESS: 8110 Cypress Plaza Dr Suite 304
CITY, STATE, ZIP: Jacksonville FL 3256

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.

* 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

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.

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

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.

	_____	_____
	REQUISITIONER/REQUESTER	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____
	DEPARTMENT (DIVISION) HEAD SIGNATURE	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____
	LEADERSHIP TEAM (DEPARTMENT HEAD) SIGNATURE	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____
	EXECUTIVE TEAM (LEADERSHIP TEAM) SIGNATURE	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____
	CHARTER OFFICER (EXECUTIVE TEAM) SIGNATURE	Date

**CITY OF GAINESVILLE, GENERAL GOVERNMENT
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Written detailed justification as required for the selection above.

During the planning phase for construction of the Corrine Brown Transit facility, staff had to make some decisions to prioritize project phases to ensure completion of the project within budget; one of the areas affected was the security system project. Upon completion of the facility project, RTS realized funds which were not expended as programmed. We would like to use some of these funds to purchase the additional cameras needed at the facility, that were postponed due to possible budget restrictions. This project entails upgrading and adding cameras in the employee parking lot, adding a barcode reader at the employee parking lot and adding cameras to the second floor of the maintenance shop where bulk spare parts and equipment are being stored.

Security 101 won the security portion of the original project, which was bid by CPPI, and completed the initial installation of the security system. For compatibility purposes we have selected Security 101 as the specified source to complete this phase of the project. This will ensure that all new equipment installed will be compatible and function with the existing equipment.