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 <u>not</u> authority to make the purchase.

Department is required to	route any contra	cts through City Attorney and	Risk for their respective a	pprovals.
DATE: <u>10/30/2018</u>	DEPARTMENT: CONTACT:	Regional Transit Sys Paul Starling	DIVISION: EXTENSION	N: <u>7840</u>
	(annual, quart	erly, etc.)	TERM BEGIN/END DAT	ES: <u>12/7/2018</u> / <u>9/30/19</u>
CITY COMMISSION AI If No and purchase is \$10		IRED *:		DATE: <u>12/6/18</u>
7.1 Every purchase of	an item of materia	archases Requirement City Coals, equipment, services, and commission, except for the fo	extensions to existing cont	eracts with a value greater than \$100,000 (st)
DESCRIPTION OF THE	MATERIAL OR	SERVICE TO BE PROVIDE	D: <u>Digital Recorders voice</u>	annunciation equipment for buses
PROPOSED VENDOR/C ADDRESS CITY, STATE, ZIP	CONTRACTOR NA	AME: <u>Clever Devices</u> 300 Crossways Par Woodbury, NY 11		
	INDICATE	ONE METHOD O (CHECK ONLY ONE)		ECTION
1. ☐ OTHER AGENC	agency agi * When uti elements o In o B o A o N • • • • • • • • • • • • •	reement or cooperative contra- lizing other public agency composite "other agency" bid award: avitation to Bid id Record warded Bid Response(s) offication of Award Vendor name Commodities/services awarded Award price (itemized quote-complete Contract	ed that must match contract and	gyback purchases must have a "bridge"
		executed by vendor and City t		
2. UTILITY:		ent Policy #170116, Section ource of such service.	6.6(d) Utility services	when the subject utility is the only
3. PROFESSIONAL SERVICES:	whose cos * Services performa by a prole	nce, and an advanced, specialize onged course of study or equival	acept as required by State ysis, the exercise of discred type of knowledge, experient experience in the field.	-
4. LEGAL SERVIC	ES: Procureme	ent Policy #170116, Section 6	5.6(f)	

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5. CONTINUING CONTRACTS:	Procurement Policy #170116, Section 6.6(g) by Florida Statutes, for professional service reviewed for appropriateness with regard to cost. Such review shall be the responsibility less than every five years. Written detailed justification is required and form.	es of indefinite duration the quality of the service of the appropriate Mar	. Continuing Control fee and the competition ager and shall be control	racts shall be iveness of the conducted not
6. EMERGENCY:	Procurement Policy #170116, Section 6.60 Managers, when urgent situations do not allow NOTE: An Emergency Purchase Request form and approved by both the Purchasing Division Manager (based upon signature authority level form to Procurement for final approval.	w sufficient time to obtain (found at the back of this and either the Assistant C	in competitive bids. document) must firs. ity Manager, Chief o	t be completed of Staff or City
NON-COMPETITIVE SIT	UATIONS:			
and submitted together wi attached NON-COMPET vendor/contractor is the S	the Non-Competitive Situations Justification for the signed Method of Source Selection for TTIVE SITUATION JUSTIFICATION for SOLE SOURCE/SPECIFIED SOURCE to pretailed written justification to the Method of Source proving authorities. Procurement Policy #170116, Section 5(q)	m. REQUISITIONER/F orm with supporting ovide the commodity/s rce Selection form for re	REQUESTER shall documentation as service. Attach a view and approval o	complete the to why the ll supporting or rejection by
	services may be purchased. E: Procurement Policy #170116, Section 5(r) justifiable reasons.	·		• •
procurement represent evaluated and selected service be purchased described and attache	CR/REQUESTER hereby attests (certainted and that he/she is independent of all. He/she recommends that competitive from the vendor indicated based on the din detail hereto. Substitute of the detail hereto.	and have no conflice bidding be waiven the existence of a no	ct of interest in d and that the r on-competitive s	, the entity naterial or situation as
	REQUISITIONER/REQUESTER		Date	
	DEPARTMENT (DIVISION) HEAD SIGNATURE		Date	
	PROCUREMENT MANAGER OR DESIGNEE		Date	

NON-COMPETITIVE SITUATIONS JUSTIFICATION

DATE: <u>10/30/2018</u> PURCHA	SE/PROJECT AMOUNT: \$ <u>1,348,312.00</u>	
PROPOSED VENDOR/CONTRACTOR NAME: Clever Devices	S LTD Inc	
MATERIAL OR SERVICE TO BE PROVIDED: Digital Records	ers voice annunciation equipment for buses	
(CHECK ONLY <u>ON</u>	NE OF #1 OR #2 BELOW)	
1. This is a specified source because (complete #3 below):	(Please be specific)	
2. This is a sole source because (complete #3 below): (Plea	ase choose one of the following options and t	hen provide justification)
Sole provider of a licensed or patented good or ser	vice	
Sole provider of items which are compatible with e	existing equipment, inventory, systems, progr	ams or services
Sole provider of goods and services for which the	City has established a standard	
Sole provider serving the geographic area in which support services	ch the City is located of factory-authorized v	varranty, maintenance, or
☐ Sole provider of goods or services that will meet the	ne specialized needs of the City or perform the	e intended function
The vendor/distributor is a holder of a used item the attach information on market price survey, available		ageous to the City (please
Other		
3. Written detailed justification as required: (Please be specification system. Clever Devices acquired the company, Digital Recorders, Julequipment for these voice annunication systems.		
Statement of Need: This proposed non-competitive waiver is based upon an objectine interest of the City. I know of no conflict of interest on my par favors or compromising action have taken place. Neither has materials or firms been a deciding influence on my request to w suppliers to exist.	t or personal involvement in any way with the my personal familiarity with particular bra	his request. No gratuities, nds, types of equipment,
Printed Name of Requester	Signature of Requester	/ Date
Department (Division) Head:	Procurement: Approved as to reason	ableness of justification
Signature of Department (Division) Head Date	Procurement Manager or Designee	/ Date

EMERGENCY PURCHASE REQUEST

Date:			
То:			
From:			Phone #:
	Name/Title		
"Emergence the operation		is necessary due to unforeseen circ	umstances and that can negatively impact or where delay of a purchase subjects the
This form,	•	•	is of an emergency, as defined above. urce Selection form and shall become
 A f Ve De 	Full written determination of the bandor to be selected:scription of product or services to	Estimated Amount \$ asis of the emergency (attach addition be provided: provide the goods or services:	nal documentation if needed):
If t	his box is marked, provide copy o	authorization to be obtained for the re of invoice for product or services p Chief of Staff or City Manager (based	erformed (as well as any quotes received) and
	of my knowledge, the foregoing s for an emergency procurement.	summary for the product or service s	ought by the requesting department meets all o
DFPARTN	MENT HEAD		
DEI ARTI	HEAT HEAD		
		Signature	/
Printed Nan		Signature	/
Printed Nan	ne EMENT REVIEW:	Signature Signature entation has been provided to support co	/
Printed Nan	ne EMENT REVIEW: signature indicates sufficient docume	Signature	
Printed Nan PROCURI	ne EMENT REVIEW: signature indicates sufficient docume	Signature entation has been provided to support co rchase Request is:	Date nsideration of Department's request.
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