

CITY OF CLOVIS

SOLE SOURCE DETERMINATION FORM

A sole source determination is not effective until the sole source request for determination has been posted for thirty (30) calendar days without challenge and subsequently approved, in writing, by the City of Clovis Chief Procurement Officer.

I. Name of Department: Public Works
Contact Person: Durwood Billington
Telephone No.: 575-7697865
E-Mail Address: dbillington@cityofclovis.org

II. Name of prospective contractor: SSI Aeration
Address: 4 Tucker Drive
City, State, ZIP Code Poughkeepsie, N.Y. 12603
Telephone No.: 845-454-8171 Fax No: 845-454-8094
Email Address: info@stamfordscientific.com

Amount of prospective contract: \$300,000.00

Term of prospective contract: 3 Year

City of Clovis employees involved in determination:

Name	Phone number	E-mail Address
<u>Durwood Billington</u>	<u>575-769-7865</u>	<u>dbillington@cityofclovis.org</u>

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

Purchasing Quick Connect Saddles SSI Part # QCS114-4" (114.3mm), 9" diffusers SSI part #AFD270-E 9" with EPDM membranes that connect to the saddles. Design air flow is 1.3 to 3.0 SCFM per 9" diffuser.

IV. Provide an explanation of the criteria developed and specified by the department as necessary to perform the contract and upon which the state agency reviewed available resources. (Please do not use "technical jargon"; use plain English. Also, please do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

The existing Diffuser system in use has quick connect diffuser saddles with 9" diffuser discs. To continue using the existing saddle mounts, the diffusers must be designed accordingly.

- V. A detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor the **ONLY** source capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

The existing system was designed by SSI Aeration and is unique. The Quick Connect Saddles allow installations with a quarter turn of the diffuser and has an integral seal to ensure leak-free connection and allows membrane removal without disconnecting diffuser from the air piping. SSI has stated that the SSI Quick Connect Saddles and diffusers are only offered by SSI Aeration.

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are unique and how this uniqueness is substantially related to the intended purpose of the contract.

The Quick Connect Saddles allow installations with a quarter turn of the diffuser and has an integral seal to ensure leak-free connection and allows membrane removal without disconnecting diffuser from the air piping. SSI has stated that the SSI Quick Connect Saddles and diffusers are only offered by SSI Aeration.

I have been unable to find any other manufactures that make this type of quick connect system.

- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property **cannot** meet the intended purpose of the contract.

Similar aeration systems are designed to screw onto the saddle using threads. This type of system is very common but will not adapt to the existing system in place.

- VIII. Provide a narrative description of the procedures used by the department to justify due diligence in determining the basis for the procurement, including procedures used to conduct a review of available sources, such as researching trade publications, industry newsletters and the internet; reviewing telephone books, and other advertisements; contacting similar service providers; and reviewing the City of Clovis vendor list.

Several hours have been spent online, researching possible manufactures for the replacement of the existing system. The 9” diffusers and saddles are common with the 3/4” threaded connection fittings but I have not found any quick connect systems that will work with the existing system.

- IX. A list of all businesses contacted (**do not state that no other businesses were contacted**), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating and explanation of why those businesses could not or would not, under any circumstances, perform the contract or provide goods; or an explanation of why the department and/or school has determined that no businesses other than the prospective contractor can perform the contract. Aqua Cave – Online research and contacted by phone on November 5, 2018. Talked to Albert in Tech support. Their diffusers have 3/4” screw on fittings only. They do not have a quick connect system.

Pentair – Online research and contacted Ned by phone on November 5, 2018. Their product has threaded fittings only. They do not have a quick connect system.

USA Blue – Online research. They only offer screw on systems.

CERTIFIED BY:



Requestor

11-5-2018

Date

DEPARTMENT APPROVAL



Department Head

11-6-18

Date

- 1) the signature of the Chief Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the Chief Procurement Officer; and
- 3) the signature of the Chief Procurement Officer on this form is the final signature required for this sole source procurement.

APPROVED:

Chief Procurement Officer

Date