

SOLE-SOURCE / SINGLE-SOURCE JUSTIFICATION

It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities or service. Florida Statute, Chapter 838.22

Sole Source Definition:

A source selected for the purchase of goods or service over \$2,500.00 when there are no other sources capable of providing the goods or services except for the one selected.

Single Source Definition:

A source selected for the purchase of goods or service over \$2,500.00 due to the compatibility of equipment, replacement parts, training, warranty, or some other unique purpose even though other sources are available.

General Information:

Date: December 20, 2017 Requestor's Name: Stacy Lysengen
Total Amount: \$66,250.00 Requestor's Title: Purchasing Analyst
Requesting Department: Finance Administrative Services

Vendor Information:

Vendor Name: Ion Wave Technologies, Inc.
Vendor Contact: Darren Henderson
Street Address: 3653 South Avenue
City/State/Zip: Springfield, Missouri 65807
Email Address: dhenderson@ionwave.net
Phone: (417) 823-7773 Fax: (417) 823-7778

Please check all statements applicable to the purchase of the particular good/service you are requesting as a sole or single source purchase.

- Sole provider of a licensed or patented good or service
- Sole provider of items that is 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 of factory-authorized warranty service
- Sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (attach documentation)
- None of the above apply. A detailed explanation and justification for this sole source request is attached.

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Goods/Services Information:

Features Requirements

List the major features/capabilities that are required. What unique design/performance features does this good or provider of the services have that are essential to your requirements? Provide a brief technical explanation as to why these features are essential. Identify the manufacture/model of your existing equipment, if applicable:

Refer to attached memo dated December 20, 2017

Competing Brands Investigated

Did you consider other goods or providers of services with similar capabilities? Indicate specific brands/models of competitors' products that were investigated and describe why they do not meet listed Features Requirements. List all contact names and phone numbers for competitors.

Refer to attached memo dated December 20, 2017.

Brand Name Source

Is the specific brand/model being recommended for procurement available from more than one source (i.e. more than one dealer or distributor)? If yes, list all ruled out vendors, why they were ruled out, and the contact name and phone numbers of those vendors.

N/A

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Statement of Need:

My department's recommendation for sole source is based upon an objective review of the product/service required 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 sole source this purchase when there are other known suppliers to exist. I have attached the pertinent documentation showing what market research was conducted to preclude other items from consideration.

Policy:

Sole source purchases exceeding \$25,000 require City Commission approval. A Notification of Intent to Award a Sole Source / Single Source will be posted electronically for at least 7 business days as per Section 287.05(3)(c), Florida Statute as amended from time to time.

Authorization:

***A minimum of two different individual approval signatures are required.**

Researcher: Steph Lepore Date: 12/20/17

Requestor: Steph Lepore Date: 12/20/17

Department Director: KMBrooks Date: 12/21/17

*Purchasing Manager: Meethan Date: 12/21/17

*Finance Director: WS Date: 12/21/17

If Purchase is over \$10,000:

*City Manager: McBle Date: 1/2/17

PURCHASING USE ONLY:

Advertise Sole Source Notification: Yes No Electronic Posting Date: _____

Statements of Disagreement Received: Yes No Electronic Removal Date: _____

City of Coconut Creek InterOffice Memorandum

To: Linda Jeethan
Purchasing and Contracts Manager

Date: December 20, 2017

From: Stacy Lysengen 
Purchasing Analyst

Subject: Sole Source Justification -
eBid System

Recommendation:

Based on research conducted, I am recommending that the City contract directly with Ion Wave Technologies, Inc., (Ion Wave) as a single source, for a five year term for a total of \$66,250 (Year 1: \$12,750, Year 2: \$13,000, Year 3: \$13,250, Year 4: \$13,500 and Year 5: \$13,750).

Issue:

The City implemented the eProcurement Software Suite (eBid System) in 2012 under a piggyback opportunity. The piggyback contract expired and is no longer viable. The eBid System meets the City's needs and Purchasing staff recommends we remain using the eProcurement Software Suite. Ion Wave offered the City a five year term, which staff compared to three potential piggyback opportunities. The City would save \$10,000 by contracting directly with Ion Wave.

Background:

In 2012, Purchasing staff reviewed several eProcurement software suites. Many of the eProcurement software suites charge vendors to register to download documents for bidding. Ion Wave does not charge to either register as a vendor or view and download the City's solicitations allowing the City to have a competitive solicitation process.

Ion Wave, a sole proprietor, was selected based on features and functionality that met the City's needs. The City entered into a piggyback agreement based on PSA Contract No. 08-102 for a five year term. The City's contract with Ion Wave expired on September 30, 2017. The PSA contract was no longer viable to piggyback as the contract was re-bid and awarded to Bid Sync.

Staff reviewed other potential piggyback contracts, but the contract terms were less than five years and the total cost per contract exceeded the five year term cost of \$66,250 offered by Ion Wave. In addition, the eBid System currently houses over 150 City contracts and the goal is to have all City contracts entered into its contracts module making the contracts accessible to department staff for contract administration. This in turn will make this software program a City standard.