

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: July 10, 2017 Requestor's Name: Mike Heimbach
Total Amount: \$89,340.00 Requestor's Title: Program Manager
Requesting Department: Public Works

Vendor Information:

Vendor Name: Landscape Forms
Vendor Contact: Luis Salazar
Street Address: 7800 East Michigan Avenue
City/State/Zip: Kalamazoo, MI 49048-9543
Email Address: Luiss@landscapeforms.com
Phone: (269) 337-1314 Fax: (269) 337-1364

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.

SOLE-SOURCE / SINGLE-SOURCE JUSTIFICATION

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:

The City Commission, on January 10, 2013, approved an amenities package that included bus shelters.

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.

N/A

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.

This product is only available from the manufacturer.

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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:

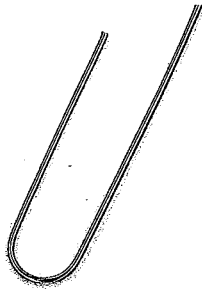
**A minimum of two different individual approval signatures are required.*

Researcher: Michael Heun Date: 7/10/17
Requestor: Michael Heun Date: 7/10/17
FOR Department Director: Aly Tom Date: 7/10/17
*Purchasing Manager: Meethan Date: 7/11/17
*Finance Director: VMBrooks Date: 7/12/17
If Purchase is over \$10,000:
*City Manager: Mary C. Fassi Date: 7/12/17

PURCHASING USE ONLY:

Advertise Sole Source Notification: Yes No Electronic Posting Date: _____
Statements of Disagreement Received: Yes No Electronic Removal Date: _____

Quote



Date: 05/10/2017
 LF Quote#: 0000233523
 PO#:

Project: City of Coconut Creek Lyons Road Replacement Shelter

Bill To: City of Coconut Creek
 ATTN: Mike Heimbach
 Public Services Department
 4800 West Copans Road
 Coconut Creek, FL 33063

CORPORATE
 7800 E. Michigan Avenue
 Kalamazoo, MI 49048-9543
 P: 800.521.2546 F: 269.381.3455
 www.landscapeforms.com
 Federal I.D.# 38-1897577

Ship To: City of Coconut Creek
 ATTN: Mike Heimbach - (954) 956-1453
 Public Services Department
 4800 West Copans Road
 Coconut Creek, FL 33063

Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
1	KA9990289-REV H-02-NO LIGHT: Kaleidoscope I three post, offset canopy with half leaning rail. Cover plates. MEETS BUY AMERICA CRITERIA Powdercoat color: BRONZE	\$ 18,385.00	\$ 18,385.00
3	KA9990345: 3 post wall layout with 3W x 2H wall frames with perf wall panels, special height post for surface mounting. With cover plates. MEETS BUY AMERICA CRITERIA. Powdercoat color: BRONZE	\$ 6,595.00	\$ 19,785.00
2	KA9990289-REV H-02-LTV2: Kaleidoscope I three post, offset canopy with half leaning rail. Solar lighting version 2 and cover plates. MEETS BUY AMERICA CRITERIA Powdercoat color:	\$ 23,055.00	\$ 46,110.00
Item Total			\$ 96,419.66
Shipping & Handling			\$ 5,800.00
Sub Total			\$ 102,219.66
Estimated Tax			\$ 0.00
Document Total			\$ 102,219.66

Sole Source
Sole Source
Sole Source

Payment Terms: NET 30 DAYS

Landscape Forms, Inc. reserves the right to change payment terms based on payment history as well as information obtained from commercial credit reporting agencies.

- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to one year from receipt of the order. Changes in quantity or specification may affect pricing.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.

Ship Date:

Cust #: 52832
 SSR: Laurie Burkhardt
 Rep: Miami Team FL2

Landscape Forms Sales Office

Purchaser

Seller



AGENDA ITEM REPORT

18

DATE: January 10, 2013

ITEM:

A MOTION TO ACCEPT THE CITY AMENITIES PACKAGE.

SUMMARY:

A City Amenities Package has been developed to guide the installation of amenities throughout the City. The purpose of the package is to establish a consistent design theme based on the City's brand in which residents, visitors, and businesses can identify our uniqueness through the built amenities. The package includes the following amenities:

- City identity signage
- Bus shelters
- Trailways network
- Furniture and lighting
- In-ground treatments

Over the past several months, City staff from the Department of Sustainable Development and Public Works Department worked together in the creation of the document. Feedback was gathered from all directors, and a draft was circulated to the City Commission and City Manager. The intent is for the package to be a working document to allow for modifications based on technology and pricing adjustments while maintaining the design concept and established theme. The package will be kept on file with the Department of Sustainable Development and used when reviewing development applications and will also be used by Public Works when installing or replacing the amenities.

DEPARTMENT: Sustainable Development

CITY AMENITIES PACKAGE

PURPOSE

SIGNAGE

SHELTERS

TRAILWAYS NETWORK

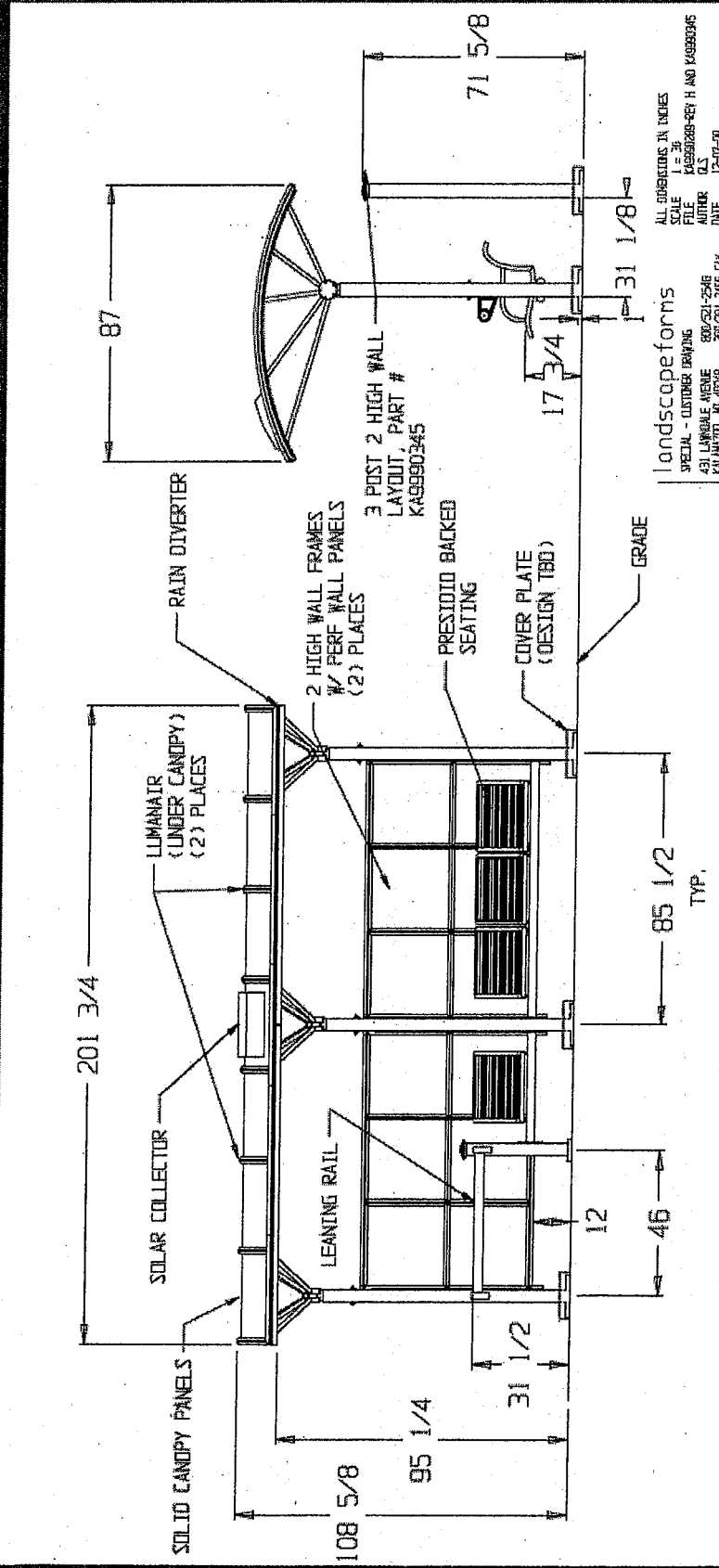
FURNITURE & LIGHTINGS

GROUND TREATMENTS

The City's *shelters* include the use of an outdoor covered structure for bus shelter stops throughout the City. The shelter is designed at a pedestrian scale and can be surface mounted for ease of installation, replacement, or necessary retrofits. When illumination is needed, the solar option should be utilized. For higher ridership locations, a larger shelter may be used and will be reviewed by Development Review Committee.

Type: Bus shelters and shade structures
Use: Transit stops, various locations for shade
Manufacturer: Landscape Forms
Model: Kaleidoscope
Color: Metallic bronze
Options: Benches, solar collector, wall panel frames, leaning rail

CONCEPT



landscapeforms
 ALL DIMENSIONS IN INCHES
 SCALE 1" = 3'
 FILE KAS500288-REV H AND KAS93035
 SPECIAL - CUSTOMER DRAWING
 431 LANGLAKE AVENUE 800/261-2546
 BALTIMORE, MD 21201-3405 FAX 410/261-3405
 AUTHOR DLS
 DATE 12-07-09
 REVISED



Landscape Forms Inc.
7800 E. Michigan Avenue
Kalamazoo MI 49048

Office: 800.521.2546
Fax: 269.381.3455
landscapeforms.com

DESIGN. CULTURE. CRAFT.

4/10/17

City of Coconut Creek
4800 West Copans Road
Coconut Creek, FL 33063

Reference: City of Coconut Creek Lyons Road Replacement Shelter

Hello!

Thank You for your interest in Landscape Forms products!

Landscape Forms has a 40-year history of innovative design, outstanding quality and excellent service. We design and manufacture a full range of proprietary site furniture and amenities for use in public and private spaces. Landscape Forms is the sole manufacturer, marketer and provider of these products in North America.

The Kaleidoscope shelter is a Landscape Forms design and is only available for purchase through Landscape Forms. In addition, Kaleidoscope are protected by U.S. Design Patents D420, 812; D432, 665; D420, 812, D421, 132, D429, 000.

Please let me know if I can provide any additional information.

Regards,

Nicole Thompson
Sales Support Specialist
Landscape Forms, Inc.



CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES

KAREN M. BROOKS, DIRECTOR

4800 WEST COPANS ROAD

COCONUT CREEK, FLORIDA 33063

July 12, 2017

NOTIFICATION OF INTENT TO AWARD A SOLE SOURCE PURCHASE

The City of Coconut Creek, Florida and its Public Works Department intend to issue a Sole Source award to Landscape Forms for the procurement of Bus Shelters. Details regarding the intended vendor and product are as follows:

Vendor Information:

Vendor Name: Landscape Forms
Vendor Contact: Luis Salazar
Address: 7800 East Michigan Avenue

City/State/Zip: Kalamazoo, MI 49048-9543
Phone: (269)-337-1314

Product/Service Specifications: N/A

Manufacturer: Landscape Forms Model No.: N/A
Description: Bus Shelters

The City of Coconut Creek, Florida requests that prospective vendors provide information regarding their ability to supply the named product. Any vendor who believes that they possess an equal to or better product shall submit a written **Statement of Disagreement** outlining their reasons and concerns in detail along with sufficient documentation to substantiate their claim that their offering meets or exceeds the specifications of the intended product.

Statements of Disagreement shall be received by the Office of the City Clerk, Coconut Creek Government Center, 4800 West Copans Road, Coconut Creek, Florida 33063, on or before **5:00 p.m. EST on July 25, 2017.**

Please be advised that City Hall is closed on Fridays and on holidays observed by the City. Normal business hours are between 7:00 a.m. and 6:00 p.m., Monday through Thursday.