

CITY OF SMYRNA
BID AUTHORITY FORM

Print Form

The below listed items are approved in the FY 2022 budget for the PWC Department.

Account Information

Org Object Project

Org, Object & Project are conventions used in the new Tyler MUNIS software system. Org relates to the department. Object relates to the expense account. A project number is required for CIP or SPLOST projects.

Amount Budgeted \$179,900 Anticipated Cost \$179,900

Please authorize the Purchasing Division to issue ☒ Request for Quotation ☐ Request for Proposal for the below listed item(s): **Explain in detail sufficient for an outside auditor to understand.**

The request is for a concrete crusher for the public works facility. The machine will serve great purpose for the use of recycling concrete and asphalt. This will save on haul off cost, as well as purchasing cost for buying stock material for our yard for roadway and drainage projects through out the city.

Bids must be out for a minimum of 15 days. Opening date will be approximately 20 days after the below authorization by the City Administrator.

I request that the bids be opened no later than: 09/26/2022



Department Head

9/26/22

Date

- I verify that:
- a) _____ the above listed items are budgeted for the Department indicated and that the funds are available for this expenditure.
 - b) _____ the above listed items are budgeted for the Department indicated, however, the funds are not available at this time. Funds should be available by _____.
 - c) _____ the above listed items are not budgeted for the Department indicated.
 - d) _____ the above listed project is budgeted in the CIP fund.
 - e) _____ the above listed project is budgeted and approved as a CDBG project.

Finance Director

Date

- _____
Authorization to bid is approved for the above items. (Forward to Purchasing)
- _____
Authorization to bid is denied for the above items. (Return to Department)

City Administrator

Date

Bid Number Assigned

Received Date

Opening Date

Purchasing Manager



Instructions for Sole Source/Brand

In a Sole Source situation, the requester is to complete the Sole Source form and attach to it the appropriate back-up documentation, i.e. vendor quote, proposal, and letter from Original Equipment Manufacturer (OEM).

Sole Source justification must also include Sole Brand justification and a letter from the OEM stating that the selected vendor is the only available source for this product or service.

Proposed Vendor/Source: Provide the name and telephone number of the vendor.

Scope of Work: Provide the information to establish the context of the sole source, e.g., items or service's function...Where and how the item or service is to be used, operational environment, previous experience or history, etc.

Exclusive Capabilities: Describe the proposed supplier's unique capabilities and explain why this is the only source available. Provide specifics. Following are examples in which Sole Source/Brand could be acceptable:

A. Only the proposed source can furnish the services because of its previous Agency/Institute experience. Having an alternative source duplicating these capabilities would result in excessive cost to Agency/Institute. (Excessive cost must be quantified).

B. Only one supplier can satisfy the technical requirements because of unique technical competence or expertise. (Technical requirements must be valid and verifiable.)

C. The item does not satisfy the requirements for Sole Source, but the use of any other manufacturer's product would result in excessive cost to Agency/Institute. (Excessive cost must be quantified).

D. Only one source possesses patents or exclusive rights to furnish the item/service. (For example, the product is only available from the manufacturer, software developer, etc.) or only one supplier has the ability to furnish the item or service.

E. Other extenuating circumstances or considerations include, as applicable, adverse impacts on Agency/Institute of not using the proposed source, and other considerations not previously stated.

F. Some requirements may need to be provided by a certain manufacturer (for example: "to match existing uniforms"). Explain why only a particular style, type or manufacturer is acceptable. A request for "Sole Brand" does

not automatically eliminate bidding requirements, if the exact items are available from more than one vendor.

Other sources researched: Provide names of other vendors contacted and summarize your findings. Provide other supporting research to document the need for sole source (i.e. internet searches, professional journals, etc.) use layman's terms

**Applicable Scenarios for
Sole Source/Brand
Justifications:**

- Components of a major assembly.
- Compatible items to be added to an existing system (provide: model #, manufacturer of existing equipment, serial number (if available).
- Compatibility with substantial parts inventory and/or service capabilities.
- Physical design characteristics to satisfy aesthetic requirements.
- The requested product is essential in maintaining experimental continuity (give details).
- Matching and inter-membering requirements within existing equipment.
- Prepared A/V (Audio/Video) materials or Site or Product Testing results.

**What is not a Sole Source
Procurement:**

- Requirement for a particular proprietary product or service does not automatically justify a sole source procurement if there is more than one potential bidder or offeror for that item (including software)
- Preference for a brand name product
- A supplier's characterization that they offer the BEST (service, support, warranty, etc.)
- Incumbency does not justify a sole source procurement
- A desire to contract with a favored supplier or for a favored good

**City of Smyrna
Request for Sole Source/Brand Justification**

<input type="checkbox"/> *SOLE SOURCE (Distributor/Manufacturer)	Date: 9/23/2022
<input checked="" type="checkbox"/> SOLE BRAND	Requester/Department: Public Works Dept.

*(If sole source is checked, sole brand must be checked)

1. Proposed Vendor: (Please attach Copies of supporting documentation such as proposal, quotes, etc., to this form.)

Vendor Name: Screen USA		Contact Person: Rick Cohen	
Address: 1772 Corn Road			
City: Smyrna	State: GA	Zip: 30080	
Telephone: 770-433-2670		Fax: 770-433-2669	
E-mail Address: Rick@GrinderCrusherScreen.com			

2. Scope of Work: (Description/Name of brand/materials/services to be provided.)

Concrete and asphalt crusher to recycle curb, gutter, sidewalk, and asphalt. The recycled material will be used for future water, sewer, Storm drain, and roadway projects that public works will perform.

3. Exclusive capabilities that no others have: (Description of Proposed Source/Brand unique capabilities and/or personnel to perform this work; and why this is the only source/brand/service available or appropriate for the required project.)

- 1) The most important option is that this machine comes with a camera that shows the feeder and jaw. This can be watched by the loader operator on his cell phone or on a tablet. This is a huge asset as this makes the machine a one-man operation. On every other machine, you should have a man on the machine to make sure the machine is

not jammed. The camera eliminates this person which is a huge asset that no other competitor offers.

- 2) Another very important differentiating difference between these crushers is that GrinderCrusherScreen is less than 2-1/2 miles from your site. We can have an engineer at your site within minutes if need be. No one in the industry can offer this service and all other competitors are numerous states away.

4. Other Sources/Brands/Services Researched: (In addition to the product/brand/service requested, I have contacted other sources identified below and considered their product or service of similar capabilities. The product/brand/service is not acceptable because they are lacking one or more of the specifications described below:)

A. Source: Yancey Cat	Contact/Phone#. 770-941-2300
Product/Brand/Service Description:	
LokoTrack Crushers	
Deficiency:	
Machine is entirely too large for our yard and requires more than 2 people to operate.	

B. Source: EquipmentTrader.com	Contact/Phone#: EquipmentTrader.com
Product/Brand/Service Description:	
Various Concrete Crushers	
Deficiency:	
Too large for our facility, more than one person to operate, all used equipment.	

C. Source:	Contact/Phone#:
Product/Brand/Service Description:	
Deficiency:	

5. Conflict of Interest Statement: The department certifies that there is no Conflict of Interest in recommending this product/brand/service for Sole Source/Brand procurement. Explain any relationship that the recommended vendor has to any employee.

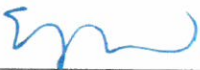
Explanation: N/A I have only met the vendor 1 time.

6. Requirements: In accordance with purchasing policy, any item totaling \$50,000 or more that has not been competitively bid (unless it meets Emergency Purchasing criteria) must be accompanied by a sole source/brand justification form. All sole source/brand transactions are subject to review and audit by internal audit, state examiners, and other governing agencies.

A sole source/brand justification cannot be based on price. State of Georgia law requires price consideration be evaluated via competitive bid only. A sole source/brand purchase must be based on the requestor's research and evaluation of the requested product/services and its availability and functionality (or lack of availability and/or functionality) from multiple sources/brands. The sole source/brand justification form must be completed and signed by the requesting faculty/staff member, department head, and division head.

Please allow sufficient time prior to deadlines (quote expiration, grant expiration, etc.) for the sole source/brand request to be evaluated by Purchasing and Finance.

7. Departmental Approval:

By signing below, the department is certifying that the information submitted on this form is accurate.	
Originator (if Department Director, then must be also approved by Finance Director): Paul Osburn	Date: 9/23/2022
Department Director or Finance Director: 	Date: 9/23/22
Purchasing Manager:	Date: