



City of Richmond  
**Sole Source Justification**

**THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE**

**Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.**

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

**Requested Sole Source Supplier:**

Company Name: Hi-Tech EVS Contact Name: Brian Ruthman

Address: 444 W. Greger Street

City: Oakdale State: California Zip Code: 95361-1616

Phone Number (209) 847-3042 E-Mail brianr@hitechevs.com

Duration of Contract: Two years; FY2022-2023 & 2023-2024

Estimated Cost: \$ 170,000 Funding Source (Account String) 01235031-400501

Is the product/service IT related? Yes ☐ No ☒ If Yes, please attach the approved IT Authorization Form

For Product: Is the recommended company the manufacturer of the product? Yes ☐ No ☐

For Product: Does the manufacturer sell the item(s) through distributors? Yes ☐ No ☐

**Description of Product or Service:**

*Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)*

Warranty and repair work to Richmond Fire Department and Police Department apparatus. Our fleet has approximately 25 custom-built apparatus built by Hi-Tech EVS.

**Sole Source Rationale:** PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Hi-Tech EVS is the only choice for repairs of Richmond Fire Department and Police Department equipment because they are the only Crimson/Spartan/EVI authorized repair facility in Northern California that can perform and warranty work.

*(if additional space is needed, include them in a separate page)*

## Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- ☒ The required items are **proprietary to the Contractor**, and contractor solely transacts (sells) direct to the customer. (There are no dealers or distributors for contractor).
- ☐ The required items are **proprietary to the Contractor**, and contractor does not sell direct to the customer. Contractor solely distributes the item or service through only one dealer or distributor in the United States. (There are no dealers or distributors for contractor).

**Note:** If item or service is available from more than one source, the item or service may be treated as proprietary, but must be competitively solicited from multiple (two or more) sources.

- ☒ A specific item is needed:
  - ☒ To be compatible or interchangeable with existing hardware
  - ☒ As spare or replacement hardware ☒ For the repair or modification of existing hardware
- ☐ Federal or state grant names vendor as condition of funding. (Attach copy of grant that names vendor)
- ☐ There is a **substantial risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process or the **services sought**). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial risk.*

- ☐ **Continuation of prior Work** – Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need. *Provide brief explanation and supporting evidence.*

*(if additional space is needed, include them in a separate page)*



I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Public Works - Fleet Maintenance

Requester Name and Title: Liliana Almonte, Administrative Aide

Date: 05/16/2022

*Note: Requester must be able to defend this justification.*

Phone: 510-231-3020

Department Director (Print) Joe Leach

(Sign) 

Date:

**05/16/22**

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director: 

APPROVED: 

DATE: 5/17/22

NOT APPROVED: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
City Manager  
(Under \$10,000.00)

\_\_\_\_\_  
City Clerk Attesting to Council Approval  
(Over \$10,000.00) (Copy of Minutes may be substituted)

**Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.**

#### PROCEDURE

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.

# **HI-TECH** EMERGENCY VEHICLE SERVICE, INC.



**444 W. GREGER ST. • OAKDALE, CA 95361 • (209) 847-3042 • FAX (209) 847-2110**  
[www.hitechevs.com](http://www.hitechevs.com) [www.spartanmotors.com](http://www.spartanmotors.com) [www.toyne.com](http://www.toyne.com) [www.evi-fl.com](http://www.evi-fl.com)

May 16, 2022

To Whom It May Concern:

Hi-Tech Emergency Vehicle Service, Inc. has been in business since 1987. Located in Oakdale, California we are one of the largest California based manufacturers of true custom built fire trucks. We are the only authorized manufacturing and repair facility in Northern California for Spartan fire apparatus. Hi-Tech is committed to providing authorized parts and service support for all Spartan and Hi-Tech built fire trucks in order to extend the useful life of each apparatus.

Sincerely,

Vincent T. Ruthman



1-800-225-0182

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[Hi-Tech EVS \(http://www.hitechevs.com\)](http://www.hitechevs.com) \ Services \ Service Center

## Service Center

HI-TECH EMERGENCY VEHICLE SERVICE, INC. offers a wide range of maintenance, repair and installation services at our 25,000 sq/ft repair facility located in Oakdale, California. Our industry trained employees stand ready to assist with the servicing and refurbishment of all brands of firefighting, law enforcement and EMS equipment and vehicles.

HI-TECH is a one-stop source for all types of apparatus – Aerials, Type 1 Pumpers, Wildland Pumpers, Type VI Pumper, Rescues, Air and Light Units, mobile command units, bomb squad units and ambulances.

- Schedule "A" Service (<http://www.hitechevs.com/services/service-a-info/>)
- Schedule "B" Service (<http://www.hitechevs.com/services/service-b-info/>)
- Pump Testing
- Performance Certification
- Equipment Mounting

- Map Boxes/Command Interiors
  - Refurbish/Repainting
  - Graphic Services
  - Wreck Repair
- See Manteca FD Wreck Repair in Progress 1 (/images/Service Center page/Manteca Wreck Repair/P1013443.JPG), 2 (/images/Service Center page/Manteca Wreck Repair/P1013444.JPG), 3 (/images/Service Center page/Manteca Wreck Repair/P1013448.JPG), 4 (/images/Service Center page/Manteca Wreck Repair/P1013566 (2).JPG), 5 (/images/Service Center page/Manteca Wreck Repair/P1013567 (2).JPG), and 6 (/images/Service Center page/Manteca Wreck Repair/P1013568.JPG)

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USA  
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website.