



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: Altec Industries, Inc. Contact Name: Peter Erickson

Address: 325 Industrial Way

City: Dixon State: CA Zip Code: 95620

Phone Number (707) 693-2500 E-Mail peter.erickson@altec.com

Duration of Contract: 12/31/2022

Estimated Cost: \$ 18,716.24 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)

Repairs to unit #299 (2009 Ford F550, VIN ending 87947), as outlined Service Estimate 4692500, attached hereto.

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.

Altec is the only authorized dealer for original equipment manufacturer (OEM) parts needed to complete repairs to unit #299. Letter confirming the same is also attached to this form.

(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.*

Using comperable parts for a different manufacture will void the warranty supported by Altec Industries, Inc.

- ☐ **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: PW - Fleet Maintenance

Requester Name and Title: Dee Karnes, Fleet Maintenance Superintendent

Note: Requester must be able to defend this justification.

Date: 2/7/2022

Phone: 231-3044

Department Director (Print) Joe Leach

(Sign) [Signature]

Date: 02/08/2022

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

Finance Director:

For B. Brown

APPROVED: _____

DATE: 2 / 11 / 2022

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.



Altec Industries, Inc.
210 Inverness Center Drive
Birmingham, AL 35242

Friday, February 04, 2022

Dee Karnes
510-231-3044

Dear Dee,

Altec is proud to provide products and services that help crews work SAFER & SMARTER. Altec is committed to bringing you the services and products you need as your sole source provider for Altec OEM parts and accessories.

There are no other retailers or dealers currently authorized to distribute ALTEC OEM parts, therefore purchasing Altec parts from another source will void the warranty supported by Altec Industries, Inc. This includes the responsibility for liability should an injury accident occur, due to failure of said Altec part(s).

For additional assistance with Parts, Tools, & Accessories, Shop Service, or Mobile Service/Technical Support, please call 1-877-GO ALTEC.

Sincerely,

John Denny
Altec Area Service Manager

Customer				Service Request	
Estimate #	651629			Service Request #	4692500
Customer	CITY OF RICHMOND (CA)			Unit Information	
Account #	127907	Payment Terms	NET 30	Customer Vehicle #	299
Contact	DEE KANES			Model	AT37G
Email				Chassis VIN #	1FDAF56R99EA87947
Phone		Fax		Mileage	
Mobile				Unit Serial #	0809DE11220
Altec Representative				Assy Serial # (FA)	077-14797580
Contact	Peter Erickson			In-Service Date	09-Nov-2009
Email	peter.erickson@altec.com				
Phone	707-693-2500	Fax	707-678-1038		
This Estimate Expires: 12-FEB-2022					
Notes:					

Item	Description	Hours	Labor	Material	Expenses	Total
1	~INITIAL INCIDENT EVALUATION	2.00	\$280.00	\$0.00	\$0.00	\$280.00
2	~PERFORM 1 YEAR PM INSPECTION - PER ALTEC'S MAJOR UNIT DAMAGE GUIDELINES	--	\$402.00	\$35.44	\$19.38	\$456.82
3	~PERFORM CYLINDER LOAD HOLD TEST - PER ALTEC'S MAJOR UNIT DAMAGE GUIDELINES	1.00	\$140.00	\$0.00	\$0.00	\$140.00
4	~PERFORM PLATFORM CREEP TEST - PER ALTEC'S MAJOR UNIT DAMAGE GUIDELINES	1.50	\$210.00	\$0.00	\$0.00	\$210.00
5	REPLACE DAMAGED/BENT FRONT OUTRIGGER ASSEMBLY - REMOVE OUTRIGGER/MOUNTING FRAME ASSEMBLY FROM CHASSIS. CUT OFF OUTRIGGER ASSEMBLY FROM MOUNTING FRAME AND WELD ON NEW OUTRIGGER ASSEMBLY	16.00	\$2,240.00	\$5,491.65	\$231.25	\$7,962.90
6	REMOVE BOOM ASSEMBLY, PEDESTAL AND BODY TO ACCESS OUTRIGGER/MOUNTING FRAME ASSEMBLY. INSTALL ALL COMPONENTS AFTER OUTRIGGER ASSEMBLY IS REPLACED.	20.00	\$2,800.00	\$187.02	\$125.00	\$3,112.02
7	PREP AND PAINT OUTRIGGER/MOUNTING FRAME ASSEMBLY (OUTRIGGER COMES PRIMED) - SUBLET ESTIMATE	1.00	\$140.00	\$0.00	\$878.00	\$1,018.00
8	ADDITIONAL PARTS/LABOR MAY BE NEEDED IF PINS/FASTENERS ARE SIZED	0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	INSPECT SUB-FRAME WHEN BODY IS REMOVED (OPEN FOR CAUSE AND CORRECTION)	0.50	\$70.00	\$0.00	\$0.00	\$70.00
10	REPLACE DAMAGED/TORN ISO BOOTS (2) AT UPPER CONTROLS	0.50	\$70.00	\$34.99	\$0.00	\$104.99
11	REPLACE UPPER CONTROLLER CAP MOUNTING HARDWARE - EXTRACT BROKEN NYLON FASTENERS, RE-TAP THREADS, INSTALL NEW FASTENERS	0.25	\$35.00	\$1.58	\$0.00	\$36.58
12	REPLACE BROKEN/MISSING NYLON FASTENERS AT BOOM TIP/PLATFORM COVERS (EXTRACT BROKEN NYLON FASTENERS, RE-TAP THREADS, INSTALL NEW NYLON FASTENERS)	0.75	\$105.00	\$27.10	\$0.00	\$132.10
13	REPLACE DAMAGED/MISSING/ILLEGIBLE SAFETY/OPERATIONAL PLACARDS	0.50	\$70.00	\$28.27	\$0.00	\$98.27
14	ADJUST HOSE SOCK AT BOOM TIP	0.50	\$70.00	\$0.00	\$0.00	\$70.00
15	ADJUST AND LUBE UPPER CONTROL LINKAGE	1.00	\$140.00	\$0.00	\$0.00	\$140.00

16	REPLACE DAMAGED/BROKEN BOOM TIP LEVELING CYLINDER COVER	0.50	\$70.00	\$297.76	\$0.00	\$367.76
17	REPLACE LEAKING BOOM TIP LEVELING CYLINDER (ADDITIONAL PARTS/LABOR MAY BE NEEDED IF PINS/FASTENERS ARE SIEZED)	1.50	\$210.00	\$437.61	\$0.00	\$647.61
18	NOTE: DAMAGED S/S STROBE LENSE (HEAT DAMAGE - LENSE IS BLISTERED) - SERVICEABLE	0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	REPLACE DAMAGED WIRE LOOM AT S/S STROBE	0.75	\$105.00	\$0.00	\$22.50	\$127.50
20	REPLACE DAMAGED/BENT S/S STROBE MOUNITNG BRACKET - FABRICATE BRACKET	2.00	\$280.00	\$12.00	\$56.25	\$348.25
21	REPLACE DAMAGED S/S FRONT MARKER LIGHT (HEAT DAMAGED - LIGHT ASSEMBLY DEFORMED)	0.25	\$35.00	\$3.80	\$7.50	\$46.30
22	REPLACE HEAT DAMAGED/DEFORMED S/S OUTRIGGER INTERLOCK COVER	0.25	\$35.00	\$20.49	\$0.00	\$55.49
23	TROUBLESHOOT NON OPERATIONAL PTO HOUR METER (OPEN FOR CAUSE AND CORRECTION)	0.50	\$70.00	\$0.00	\$0.00	\$70.00
24	ADJUST ROTATION GEARBOX BACKLASH (ADDITIONAL PARTS/LABOR MAY BE NEEDED IF FASTENERS/ECCENTRIC RING ARE SIEZED)	1.00	\$140.00	\$0.00	\$0.00	\$140.00
25	PERFORM SIL 662 - UPPER CONTROL MODIFICATION (WARRANTY)	1.00	\$140.00	\$59.78	\$0.00	\$0.00
26	OPERATIONAL TEST AFTER ALL REPAIRS	0.50	\$70.00	\$0.00	\$0.00	\$70.00
27	PERFORM STABILITY TEST/LOAD TEST AFTER ALL REPAIRS (FLAT AND SLOPED STABILITY TEST)	2.50	\$350.00	\$0.00	\$0.00	\$350.00
28	RE-TORQUE MOUNTING FRAME, PEDESTAL, ROTATION GEAR BOX FASTENERS AFTER STABILITY TEST	2.00	\$280.00	\$0.00	\$0.00	\$280.00
29	PERFORM DIELECTRIC TEST; CAT B/C; BOOM & LINER & (ISO GRIP IF APPLICABLE) (PRICE DISCOUNTED, WHEN DONE W/PM)	--	\$215.00	\$0.00	\$0.00	\$215.00
30	SUPPLIES AND ENVIRONMENTAL DISPOSAL FEES	0.00	\$0.00	\$0.00	\$200.00	\$200.00
31	FREIGHT ESTIMATE	0.00	\$0.00	\$0.00	\$1,966.65	\$1,966.65
	Totals	58.25	\$8,772.00	\$6,637.49	\$3,506.53	\$18,716.24

*This estimate is provided with the understanding that items may be discovered during the repair process that may require additional labor and/or materials to repair. Examples would include, but are not limited to, hidden damages or items that were not clearly visible or known at the time of estimate, damaged internal components, fasteners and pins that may be rusted, seized or broken.

**This estimate does not include City, County, State or Federal taxes.

***Transportation or towing of the vehicle is not included in the estimate unless specified.

****Freight charges are estimated and may be adjusted to reflect the actual cost incurred on the invoice.

Please sign below to authorize this estimate			
Printed Name:	P.O.		Date:
Signature:			Would you like to keep salvageable parts removed from the unit?
			Yes No

Altec Service Group Limited Warranty

Products rebuilt or repaired by Altec Service Group are warranted to be free from defects in material and workmanship at the time of rebuild/repair subject to the following provisions:

- § Labor Coverage: For a period of six (6) months following the date of repair, no charge for labor shall be made for a repair or replacement by the Altec Service Group.
- § Travel Coverage: For a period of thirty (30) days following the date of repair, no charge for travel shall be made for a repair or replacement at the customers location by the Altec Service Group.
- § Parts Coverage: For a period of one (1) year following the date of repair, Altec will at its option, repair or replace any part found to be defective in material or workmanship at the time of repair.
- § This warranty is limited to parts that are repaired or replaced by the Altec Service Group. Authorization and coverage of this warranty will be at the discretion of the Altec Service Group.
- § Accessory items are excluded from this warranty and will be warranted from the original manufacturer.

This limited warranty is expressly in lieu of any other warranties, express or implied, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. Except as specified above, no associate, agent or representative of Altec is authorized to extend any warranty on Altec's behalf. Remedies under this limited warranty are expressly limited to the provision and installation of parts and labor, as specified above, and any claims for other loss or damages of any type (including, but not limited to, loss from failure of the product to operate for any period of time, other economic or moral loss, or direct, immediate, special, indirect, incidental or consequential damage) are expressly excluded.

Ser War 2-10 Altec Industries, Inc.