

SOLE SOURCE PURCHASE JUSTIFICATION

Submit this Form to the Procurement and Contract Services Division for Approval Prior to Placing an Order

Date: July 27, 2017 Department: Public Works Requested By: Mike Anderson

Vendor Contacted & Address: URETEK USA, Inc.
PO Box 1929
Tomball, TX 77377
Phone Number: 888-287-3835

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need.

URETEK is a patented system of deep injection used to stabilize subgrade materials and to raise pavement that has settled. Other systems are available to raise settled pavement, however, these systems simply place material to fill the void between settled soil and the pavement. These other systems do not address the cause of the failure, which is unstable material beneath the pavement. The patented deep injection system utilized by URETEK compresses the soils beneath the pavement to stabilize the material. The stabilized material is then used to raise the pavement in lieu of the material itself. This process results in raising the pavement to the desired grade, and more importantly, results in stabilized material beneath the pavement preventing future settlement. Another option to this process is to remove the pavement and the unstable material and reconstruct in place. This option causes significant impacts to traffic and is significantly more expensive. The URETEK process is being requested because it is the only process that can be utilized to address the unstable material beneath the pavement short of removal and replacement. Because this service is both proprietary and only available through a single distributor in this region, it qualifies as a sole source purchase. See policy below:

XV. SOLE SOURCE

A. When a Department determines a sole source may be necessary for purchase of an item, and before contacting the sole source vendor, the Department shall contact the Purchasing Agent or designated representative to determine the appropriate course of action unless a proposed contract is for an item and vendor designated a per-se sole source.

B. The Purchasing Agent or designated representative and Department Director or designated representative may authorize a sole source purchase when such a request is presented in writing by the requesting Department that only a single feasible procurement source exists. A single feasible sole source exists when:

1. Supplies or services are proprietary and only available from the manufacturer or a single distributor;
2. Or it is determined that only one (1) distributor services the region;
3. Or when supplies or services are available at a discount from a single distributor for a limited period of time;
4. Or specialized consultant or technical services for a project with specific circumstances which require a unique combination or abilities or expertise to perform the services required.
5. In the event a sole source purchase is in the amount excess of \$20,000, it shall also be approved by the Finance Director and City Manager or their designated representatives and must be approved by the City Council.
6. The following items/vendors are designated as per-se sole source which may be approved without further verification of sole source status:
 - Private utility companies contracting to move or relocate their own utility facilities.
 - maintenance and support contract with vendors or software or hardware, which are required in order to maintain warranty compliance or pursuant to existing licensing agreements.

Estimated Cost: \$129,600

Was the request budgeted? Yes No

Term of this sole source is:

Three specific locations

- Bailey Road. \$78,975
- Strother Road. \$39,150
- City Hall Alley. \$11,475

Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source? Yes No

Their Responses:

Other Contacts

Name:	_____	_____
Address:	_____	_____
Phone #:	_____	_____
Name:	_____	_____
Address:	_____	_____
Phone #:	_____	_____

Was the manufacturer contacted for other distributors? Yes No

Please explain:

URETEK is a installed by licensed distributors who operate within areas designated by URETEK USA, Inc.

I concur with the above explanations and approve this request:

Dena E. Meyer

Department Director

8/2/17

Date

City Manager

Date

B. Calin

Procurement and Contract Services Manager

8/2/17

Date

Park Administrator

Date

City Clerk as approved by Council

Date

APPROVALS REQUIRED:

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):

- \$ 1,000 - \$ 9,999 Department Director, Procurement and Contract Services Manager Approval
- \$ 10,000 - \$ 19,999 Department Director, Procurement and Contract Services Manager Approval City Manager Approval
- \$ 20,000 & Above Department Director, Procurement and Contract Services Manager Approval, City Manager & City Council Approval

APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:

- \$ 1,000 - \$ 9,999 Parks Administrator & Procurement and Contract Services Manager Approval
- \$ 10,000 - \$ 19,999 Parks Administrator, Procurement and Contract Services Manager Approval
- \$ 20,000 & Above Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval