

# EXCEPTION TO COMPETITIVE PURCHASING PROCESS "SOLE SOURCE" JUSTIFICATION

PROJECT NAME: Necco

PURCHASE AMOUNT: \$38,830

APPROPRIATED BUDGET AMOUNT: \$\$8.3M

SCOPE OF SERVICES/MATERIALS TO BE PURCHASED: Landscape Maintenance

SUPPLIER: Zak George Landscaping

**EXCEPTION TO THE COMPETITIVE PROCESS RATIONALE PER CITY CODE (check all that apply):**

*A contract for materials, professional services or services may be awarded without competition if the Purchasing Agent determines in writing that one (1) or more of the following conditions exists:*

- There exists only one (1) responsible source;*
- Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public;*
- A particular material or service is required to maintain interchangeability or compatibility as a part of an existing integrated system;*
- A particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration;*
- The material is perishable;*
- The material qualifies as an object of fine art;*
- A particular material is required to match materials in use, so as to produce visual harmony;*
- A particular material is required to enable use by a specific individual;*
- A particular material is prescribed by a professional advisor;*
- The material, professional service or service is the subject of a change order.*

**BACKGROUND/JUSTIFICATION (Attach Supporting Documentation):**

- Attach quote (Required)*

Provide brief justification narrative supporting the reason(s) for the exception(s) to the competitive process selected above.

ZGL performed the original installation of all irrigation, seed, plant material, and trees. They are familiar with the site, controllers, line placement, and plant materials so it is logical and cost effective to use their services for maintenance.

**COST/PRICE ANALYSIS (Attach Supporting Documentation):**

Normally competition supports establishment of price reasonableness. When adequate price competition does not exist, the reasonableness of the offered price is determined with a Price or Cost Analysis. **Complete Price OR Cost Analysis.**

- Price Analysis** – Comparison of quoted price with known indicators of reasonableness without analyzing cost elements **(Check all that apply)**
  - Consistent with Independent Cost Estimate (ICE);
  - Compare to prices obtained through market research for same or similar items;
  - For services, hourly rates consistent with rates offered in the market for similar level professionals;
  - Unique or innovative process/service/product;
  - Consistent with published price lists;
  - Reviewed analysis of pricing information provided by supplier;
  - Quoted price consistent with previous prices paid (historical);
  - Other: \_\_\_\_\_
- Cost Analysis** – Element-by-element analysis of estimated cost based on supplier’s cost or pricing data. Please attach Cost Analysis.

DocuSigned by:  
 SUBMITTED BY: Linsey Chalfant  
 DEPARTMENT: City of Fort Collins utilities

PRINTED: Linsey Chalfant  
 DATE: July 22, 2019

**APPROVED BY:**

DocuSigned by:  
Matt Fater  
 DEPARTMENT MANAGER/SUPERVISOR (Required)

PRINTED: July 22, 2019

REQUESTING DEPARTMENT HEAD (over \$60,000)

PRINTED: \_\_\_\_\_

DocuSigned by:  
Pat Johnson  
 BUYER

PRINTED: July 22, 2019

DocuSigned by:  
Gerry S. Paul  
 PURCHASING DIRECTOR

PRINTED: July 23, 2019

RESOLUTION BY CITY COUNCIL (over \$200,000)  
 Resolution # \_\_\_\_\_ Date Passed: \_\_\_\_\_

Resolution document attached

Necco Maintenance							
Service	Labor			Equipment		Materials	
	Labor Hours	Crew Members	Amount Charged	Equipment Type	Amount Charged	Materials	Amount Charged
Re-Seed Native Grass Areas	18.00	1 Operations Manager	\$ 1,170.00	Drill Seeder	\$ 1,170.00	Native Seed Mix	\$ 350.00
	10.00	1 Operations Manager	\$ 650.00	Hydro-Mulcher	\$ 650.00		
Remove Silt Fence	48.00	3 person crew	\$ 2,160.00			Dump Fee for Silt Fence	\$ 380.00
Clean Out Drainage Way	44.00	3 person crew	\$ 1,980.00			Dump Fee for Trash	\$ 135.00
Reroute Irrigation Lines	14.00	3 person crew	\$ 630.00			Irrigation Parts	\$ 316.00
	3.00	1 Irrigation Tech	\$ 159.00				
Plant Replacements	40.00	3 person crew	\$ 1,800.00			(4) Deciduous Trees, (4) Evergreen Trees, Plant (7) Ornamental Trees, (4) Deciduous Shrubs, Compost	\$ 7,190.00
	4.00	Supervisor	\$ 220.00				
Tree Fertilization	18.00	1 Spray Tech	\$ 810.00	Applicator	\$ 270.00	Fertilizer	\$ 120.00
Winter Watering	30.00	2 person crew	\$ 1,350.00	Water Truck	\$ 470.00		
Re-Install Signs	7.75	2 person crew	\$ 350.00				
<b>2019 Site Maintenance</b>							
Irrigation Start Up	9.00	2 Irrigation Techs	\$ 515.00				
Irrigation Check (Four Visits)	20.00	2 Irrigation Techs	\$ 1,060.00				
Irrigation Blowout	9.00	2 Irrigation Techs	\$ 515.00	Air Compressor	\$145		
Turf Care	18.00	2 Person Crew	\$ 810.00	60" Mower	\$ 450.00		
	9.00	1 Person Crew	\$ 405.00	String Trimmer	\$ 85.00		
Native Weed Control (2x)	80.00	1 Spray Tech	\$ 3,600.00	4 Wheel Sprayer	\$ 2,000.00	Weed Control	\$ 550.00
Native Fertilizer	30.00	1 Spray Tech	\$ 1,350.00	4 Wheel Sprayer	\$ 750.00	Fertilizer	\$ 345.00
Trash Detail (8x)	64.00	3 Person Crew	\$ 2,880.00			Dump Fee for Trash	\$440
Quality Control (8x)	8.00	1 Supervisor	\$ 600.00				
<b>TOTALS</b>	<b>483.75</b>		<b>\$ 23,014.00</b>		<b>\$ 5,990.00</b>	<b>Material Total:</b>	<b>\$ 9,826.00</b>
						<b>Project Total:</b>	<b>\$ 38,830.00</b>

	July	August	September	October	November	December
Weed Control/Fertilizer						
Site Cleanup, remove fence, replace signs, clean drainage, etc.						
Re-seed						
Plant Replacement						
Watering						
Irrigation Check						
Trash Detail						