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|---------------|---------------|-----------|-----------|
| Posting Year: | Posting Date: | Posting # | Doc # |
| " Period: | | Ref # | Initials: |

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

| | |
|-------------------------------|-------------------|
| TO: Seth O'Neill, Director | FROM: Dan Steckel |
| BUREAU: Department of Finance | BUREAU: Fleet |

TRANSFER DETAIL

| | | | | |
|-----------------|-----------|--------------------|------------------|-------------|
| Date of Request | 23-Nov-22 | Fund: General Fund | Transfer Amount: | \$99,000.00 |
|-----------------|-----------|--------------------|------------------|-------------|

FROM (DEBIT)

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT (\$) | ORIGINAL APPROPRIATION (\$) | CURRENT ACCOUNT TOTAL (\$) | ACCOUNT TOTAL AFTER TRANSFER (\$) |
|---|----------------------|-----------------------------|----------------------------|-----------------------------------|
| 000-03-0704-0001-46 | \$99,000.00 | 2,664,823.00 | \$124,082.00 | 25,082.00 |
| Other Contract Services | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

TO (CREDIT)

| | | | | |
|--------------------------------|-------------|----------|----------|-----------|
| 000-03-0704-0001-68 | \$99,000.00 | \$205.00 | \$205.00 | 99,205.00 |
| Operating Materials & Supplies | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

Reason Transfer is Required:

The transfer is required to purchase the Fleet Management Software for the garage. Since the current contractor for the garage is leaving December 9th, the City has to have the software ready. This software works directly with the fuel management software and houses all the City's fleet information.

Reason Funds are Available for Transfer:

The current contract with King George is ending so the funds are available to purchase the software.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

| | |
|--|-----------------------------------|
| | Amount not more than \$5,000.00 |
| X | Amount is greater than \$5,000.00 |
| Department Head/Deputy Director: | Date: 11-23-2022 |
| Director of Finance/Deputy Director: | Date: 11/23/2022 |
| City Controller (if amount is greater than \$5,000): | Date: 11-28-22 |
| Mayor/Managing Director (if amount is greater than \$5,000): | Date: 11-28-22 |
| Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: | Date: |

CITY COUNCIL

| | | |
|--------------------------------|------------------------------|-------|
| Cynthia Mota, President | [] Approved [] Disapproved | Date: |
| Ed Zucal, Vice President | [] Approved [] Disapproved | Date: |
| Candida Affa, Councilperson | [] Approved [] Disapproved | Date: |
| Ce-Ce Gerlach, Councilperson | [] Approved [] Disapproved | Date: |
| Daryl Hendricks, Councilperson | [] Approved [] Disapproved | Date: |
| Natalie Santos, Councilperson | [] Approved [] Disapproved | Date: |
| Joshua Siegel, Councilperson | [] Approved [] Disapproved | Date: |

Expenditure Status Report
 CITY OF ALLENTOWN
 1/1/2022 through 12/31/2022

| Account Number | Adjusted Appropriation | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prc't Used |
|------------------------------------|------------------------|---------------------------|---------------------------|-------------------|--------------|
| 000 GENERAL | | | | | |
| 03 PUBLIC WORKS | | | | | |
| 0704 FLEET MAINTENANCE OPERATIONS | | | | | |
| 0001 FLEET SERVICE & REPAIR | | | | | |
| 0001-20 ELECTRIC POWER | 25,400.00 | 16,237.16 | 0.00 | 9,162.84 | 63.93 |
| 0001-26 PRINTING | 1,200.00 | 1,168.23 | 0.00 | 31.77 | 97.35 |
| 0001-28 MILEAGE REIMBURSEMENT | 350.00 | 0.00 | 0.00 | 350.00 | 0.00 |
| 0001-32 PUBLICATIONS & MEMBERSHIP | 655.00 | 175.00 | 0.00 | 480.00 | 26.72 |
| 0001-34 TRAINING & PROF. DEVELOP | 218.00 | 185.00 | 0.00 | 34.00 | 84.47 |
| 0001-42 REPAIRS & MAINTENANCE | 70,975.00 | 34,800.68 | 32,448.38 | 3,725.94 | 94.75 |
| 0001-46 OTHER CONTRACT SERVICES | 2,664,823.00 | 1,614,880.33 | 925,860.67 | 124,082.00 | 95.34 |
| 0001-50 REPAIR & MAINT SUPPLIES | 1,165.00 | 250.00 | 0.00 | 915.00 | 21.46 |
| 0001-54 FUELS, OILS & LUBRICANTS | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 0001-62 CHEMICALS | 1,331,521.00 | 1,053,007.50 | 160,530.17 | 117,983.33 | 91.14 |
| 0001-66 OPERATING MATERIALS & SUPP | 4,560.00 | 3,772.70 | 787.30 | 0.00 | 100.00 |
| Total GENERAL | 4,101,323.00 | 2,724,476.60 | 1,119,626.52 | 257,219.88 | 93.73 |
| Grand Total | 4,101,323.00 | 2,724,476.60 | 1,119,626.52 | 257,219.88 | 93.73 |



GUIDE TO SUBMITTING SOLE/SINGLE SOURCE JUSTIFICATIONS

Purpose

Commodities or contractual services shall be procured through a full and open competitive solicitation process in accordance with our *Purchasing Ordinance*. A department/bureau may request that a process or service be considered as a sole source purchase without competition, with appropriate justification and documentation, and when the Purchasing Agent, and in some cases the Mayor, determines, based on facts, that there is only one source for the required product or service.

Definition

A sole source purchase means that there is only one supplier “source” to the best of the Requester’s knowledge and belief, based upon thorough research is capable of delivering the required product or service. Typically, these items are of a proprietary nature or copyrighted and purchase is made directly from the producer of the item or the provider of the service.

A single source purchase means that it is in the City’s best interest or it is necessary to purchase from a particular supplier due to compatibility issues with existing equipment, standardization, or training issues. In these cases, competition does exist, or there is more than one “source” available, however it is in the City’s best interest to direct our purchase to a “single” source. These circumstances should be referred to as a “single source” not a “sole source”.

Since these purchases offer no advantage to the City from bidding and forgo the typical required competition process, any request for purchase with a single or sole source will require adequate written justification and documentation to support the purchase.

Process

A department/bureau may request that a product or service be considered a single or sole source after performing research on the product itself and viable alternatives. It is the responsibility of the department/bureau to ensure that a thorough investigation is performed and adequate supporting justification is provided. The department/bureau must document the findings of their research on a Sole/Single Source Request Form. By submitting a Sole/Single Source request, you as the Requestor, acknowledge that the requested item is the only acceptable, product, item or service that can ensure the City’s needs are met. The form must be completed and signed by the Department Head, and for purchases in excess of \$10,000.00 the Mayor certifying the validity of the sole/single source findings.

The completed form shall be completed and signed at least 60 days prior to the actual need to ensure adequate processing time for review, or solicitation as required should alternative sources be identified.

Sole/Single Source Form

The Sole/Single Source form is used to document the facts and related research data to support the request. The department/bureau requesting the sole/single source purchase is responsible for completing the form.



**CITY OF ALLENTOWN
PURCHASING OFFICE**

The Sole/Single Source Request Form shall contain the following information:

- The Date of the Request
- Name of Requester and Phone Number
- Requesting Department/Bureau
- Product or Service being requested
- Description of the product or service and it's function
- Requested vendor/contractor name
- Amount of the product or service
- Detailed description of the unique performance factors of the requested item that cannot be provided by alternatives,
- Alternative products/brands that were evaluated along with a description of the essential requirements that they cannot provide that are necessary
- Description of market research that was conducted to substantiate no competition or why competitive items are not acceptable.
- Department Head's signature and date
- For purchases in excess of \$10,000.00 Mayor's signature

The requesting department/bureau is responsible for including documentation provided by the Vendor or other sources to certify that the vendor is the only source for the product in question and holds the production, copyrights, trademark, and/or patent to the item, and

- The vendor holds the exclusive distribution rights for the product in question;
- The product being purchased is the only item compatible with existing City owned equipment
- The vendor is the sole provider of the goods or services that has unique characteristics essential to the needs of the department to perform the intended function which no other product will work for the City.

Upon completion of the Sole/Single Source Request Form, the request should be forwarded to the Purchasing Department for review and validation either independently or as an attachment to a requisition. This form does not declare a Sole/Single Source. It only documents a request to declare the procurement as a Sole/Single Source.

Purchasing Department's Responsibilities

As part of the review and validation process, the Purchasing Department will explore or make inquires about the product or service requested.

If an alternate source is determined by the Purchasing Department staff or offered by a supplier, the Purchasing Department will notify the requesting department/reviewer of the need for the preparation of a competitive solicitation.

Department/Bureau Responsibilities

Department/Bureau requesting the sole/single source is responsible for the initial research and submittal of the Sole/Single Source Request Form and a Sole/Single Source Letter provided by the Vendor to support the request, if appropriate.



SINGLE/SOLE SOURCE REQUEST FORM

**CITY OF ALLENTOWN
PURCHASING OFFICE**

The following purchase is being requested as a:

Sole Source (*The ONLY known supplier for unique products and services where no other options are available*).

Vendor is the sole provider of licensed or patented goods or services

Vendor is the sole provider of factory -authorized warranty service

Maintenance is from the original equipment manufacturer

Single Source (*Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor*).

Match existing/compatible with existing equipment

As a component to be interfaced with existing equipment

Standardization within the department/City

What is the item/service that is being requested? Provide a description of the product/service and its function.

Faster FMS (fuel management software) it manages our fuel system as well as our fleet.

What are the unique performance factors of the products specified? List each factor individually with an explanation of its purpose.

Our fueling system is already set up with this software and our fleet data is already loaded including historical data.

Why are these specific factors required?

The software manages your fuel systems and produces data needed for ordering and for other purposes. It also manages fleet data for repair and scheduling PM's

What other products/brands/manufacturers have been examined and rejected and why?

At this time, it would cost over \$160,000 to switch over to another option and pair up with fuel master would be daunting and more expensive in the long run. In addition, the existing fleet of 614 vehicles would need to be reentered into a new system.



SINGLE/SOLE SOURCE REQUEST FORM

CITY OF ALLENTOWN PURCHASING OFFICE

Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Will receive an existing customer discount of (\$17,985). Getting this as our fleet and fuel system is already set up just through the current contractor. As of 12/10/22, the garage will no longer be contracted and the City will be taking over the fleet maintenance.

What market research was conducted to substantiate no competition, including evaluations of other items considered? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the departments concluded that such alternatives are either inappropriate or unavailable, the cost of alternatives, the names, phone numbers, and addresses of suppliers contacted and the reason for not considering them must be included or an explanation of why the survey or effort to identify other goods/services was not performed. Be sure to specify the reasons for not meeting specifications.

The City has been using faster at the garage for managing fuel and fleet for over 10 years with no issues and would like to continue to use this software for that reason.

What are the consequences of not having this sole/single source purchase approved and going out for full and open competition? (Describe in detail the impact to the department and/or programs).

We would need to enter all 814 vehicle information as well as historic vehicle data. We would also need to work on pairing software with our current fueling software (fuel master) which is just about finished with the current contractor after 4 months.

Other supporting comments/justification:

attached quote from Faster

| | | | |
|---------------------------------------|--|-------|----------|
| Department Head (Signature) | | Date: | 11/15/22 |
| If Over \$10,000.00 Mayor (Signature) | | Date: | 11.18.22 |