



## SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and include additional details on separate sheets if necessary.

Vendor/Source \_\_\_\_\_

Amount (\$) \_\_\_\_\_

Unit or Area \_\_\_\_\_ Date \_\_\_\_\_

- Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the "need" that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified?

Describe the unique aspects of their product or service and/or attach letter from vendor:

Check appropriate reason below:

- This is a product manufactured by a single vendor.
- This product or service is sold only through this single distributor.
- This service is unique to a single organization.
- An unusual or compelling urgency exists (explain below).

Best Source – Does the need meet one of the following “best source” definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or
- A single vendor is uniquely qualified to fulfill the City’s need; or
- An unusual or compelling urgency exists.

What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn’t fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?

**REQUESTED BY:**

Signature Jim Baken Date 05/19/2020

(Typed Name) \_\_\_\_\_

**APPROVALS:**

Unit Manager Brian Steglitz Date 5/19/20

Service Area Admin. Craft Date 5/20/20

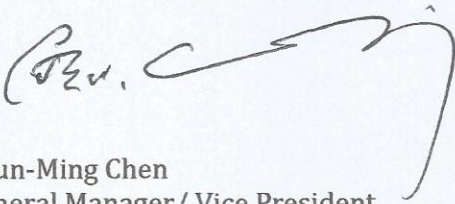
City Administrator Tom Crawford Date \_\_\_\_\_

4/29/2020

City of Ann Arbor  
PO Box 8647  
Ann Arbor, MI 48107

Please accept this letter as confirmation that IDEXX Distribution, Inc. (FEIN # 35-2186625) agrees to offer the products on the attached quote (20216090) for a fixed price from 7/1/2020-6/30/2021. IDEXX agrees to renew the contract for three, one year periods, at a price increase of no more than 3% annually. If there are any questions, please let us know.

Sincerely,

u. 

Chun-Ming Chen  
General Manager/ Vice President



# CONTRACT QUOTE

Number / Date  
20216090 / 04/27/2020

**Ship to Address**

CITY OF ANN ARBOR  
919 SUNSET RD  
ANN ARBOR MI 48103-2924  
UNITED STATES  
UNITED STATES

**Sold to Address**

CITY OF ANN ARBOR  
PO Box 8647  
ANN ARBOR MI 48107  
UNITED STATES  
UNITED STATES

Bill-to Customer 13234

Net weight : 75.166

Pricing valid 7/1/20-6/30/21

Material ID Commodity/COO	Description Batch	Exp.Date	Quantity Backorder item	UnitPrice	Total Value
98-05761-01 3822001090/US	WHPC-100 HPC,SIMPLATE MULTI DOSE 1.5		1	211.81	211.81
98-08877-00 3822005090/US	WP200I-18 GAMMA IRAD COLILERT-18 200PACK		1	960.44	960.44
98-09226-00 3822005090/US	WQTC, PRE-DISP.QT COMPARATOR		1	29.00	29.00
98-09227-00 3822005090/US	WQT2KC, PRE-DISP.QT 2000 COMPARATOR		1	29.00	29.00
98-11682-00 3822005090/US	WP104 COLI P/A COMPARATOR		1	13.24	13.24
98-12973-00 3822005090/US	WP200I GAMMA IRRAD COLILERT 100ML 200PK		1	828.06	828.06
98-13159-00 3822005090/US	WCLS20I COLISURE 20T IRRADIATED		1	189.03	189.03
98-21374-00 3822005090/US	WENT020 ENTEROLERT 100ML 20-PACK		1	185.67	185.67
98-21378-00 3926909910/US	WQT100 QUANTI-TRAY DISPOSABLE 100/BX		1	153.37	153.37
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		1	208.92	208.92

**All local taxes at customer charge**



Date  
04/28/2020

Number  
20216090

<i>Material ID</i> <i>Commodity/COO</i>	<i>Description</i> <i>Batch</i>	<i>Exp.Date</i>	<i>Quantity</i> <i>Backorder item</i>	<i>UnitPrice</i>	<i>Total Value</i>
98-21904-00 3402205100/US	WAFDB ANTI-FOAM DROPPER BOTTLE		1	22.52	22.52
99-27057 98-27163-00 3822005090/US	COLILERT 100-PACK COMBO PACK WP100I IRRADIATED COLILERT 100ML 100PK		1	794.36	794.36
98-21378-00 3926909910/US	WQT100 QUANTI-TRAY DISPOSABLE 100/BX		1		
99-27058 98-27163-00 3822005090/US	COLILERT 100-PACK COMBO PACK 2K WP100I IRRADIATED COLILERT 100ML 100PK		1	844.15	844.15
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		1		
99-27071 98-12973-00 3822005090/US	COLILERT 200-PACK COMBO PACK WP200I GAMMA IRRAD COLILERT 100ML 200PK		1	1,090.55	1,090.55
98-21378-00 3926909910/US	WQT100 QUANTI-TRAY DISPOSABLE 100/BX		2		
99-27072 98-12973-00 3822005090/US	COLILERT 200-PACK COMBO PACK 2K WP200I GAMMA IRRAD COLILERT 100ML 200PK		1	1,146.40	1,146.40
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		2		
99-27073 98-08877-00 3822005090/US	COLILERT-18 200-PACK COMBO PACK WP200I-18 GAMMA IRAD COLILERT-18 200PACK		1	1,207.48	1,207.48
98-21378-00 3926909910/US	WQT100 QUANTI-TRAY DISPOSABLE 100/BX		2		
99-27074 98-08877-00 3822005090/US	COLILERT-18 200-PACK COMBO PACK 2K WP200I-18 GAMMA IRAD COLILERT-18 200PACK		1	1,243.08	1,243.08
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		2		
99-27077 98-21375-00 3822005090/US	ENTEROLERT 200-PACK COMBO PACK WENT200 ENTEROLERT 100ML 200-PACK		1	1,316.61	1,316.61
98-21378-00 3926909910/US	WQT100 QUANTI-TRAY DISPOSABLE 100/BX		2		
99-27078 98-21375-00 3822005090/US	ENTEROLERT 200-PACK COMBO PACK 2K WENT200 ENTEROLERT 100ML 200-PACK		1	1,389.87	1,389.87
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		2		

**All local taxes at customer charge**



Date  
04/28/2020

Number  
20216090

<i>Material ID</i>	<i>Description</i>	<i>Quantity</i>	<i>UnitPrice</i>	<i>Total Value</i>
<i>Commodity/COO</i>	<i>Batch</i>	<i>Exp.Date</i>	<i>Backorder item</i>	
98-09221-00	WV120SBST-200,VESSELS W/ST AND SB, 200PK	1	69.95	69.95
3926909910/CN				
<b>Items Total</b>				<b>11,933.51</b>
<b>Freight Value</b>				<b>408.69</b>
<b>Total Amount</b>				<b>USD 12,342.20</b>
				<b>=====</b>

All local taxes at customer charge

Frequently ordered products					
Description	Product #	Est. Qty	Uo M	Price	Est. Price
120 ML SHRINK-BANDED VESSELS WITH SODIUM THIOSULFATE (200 PACK)	98-09221-00	30	CS	69.95	\$ 2,098.50
COLILERT (200-TEST PACK)	98-12973-00	27	EA	828.06	\$ 22,357.62
QUANTI-TRAY/2000 (100 PACK)	98-21675-00	10	EA	208.92	\$ 2,089.20
ENTEROLERT (20-TEST PACK)	98-21374-00	9	EA	185.67	\$ 1,671.03
COLISURE (20-TEST PACK)	98-13159-00	3	EA	189.03	\$ 567.09
COLILERT-18 (200-TEST PACK)	98-08877-00	2	EA	960.44	\$ 1,920.88
COLILERT AND COLILERT-18 QUANTI-TRAY/2000 COMPARATOR (97-WELL TRAY)	98-09227-00	1	EA	29.00	\$ 29.00
ANTIFOAM SOLUTION	98-21904-00	1	EA	22.52	\$ 22.52
COLILERT AND COLILERT-18 P/A COMPARATOR	98-11682-00	1	EA	13.24	\$ 13.24
COLILERT AND COLILERT-18 QUANTI-TRAY/2000 COMPARATOR (51-WELL TRAY)	98-09226-00	1	EA	29.00	\$ 29.00
QUANTI-TRAY 51-WELL TRAY (100 PACK)	98-21378-00	1	EA	153.37	\$ 153.37

**Estimated Annual Total** \$ 30,951.45

**Buffer** \$ 4,000.00

**Freight** \$ 1,048.55

**Total** \$ 36,000.00