

CONTRACT ROUTING FORM

****NOTE: CITY ATTORNEY MUST REVIEW CONTRACTS BEFORE SUBMISSION TO CITY COUNCIL**

SUBMITTED BY: Ed Ader DATE: 10/17/2019

SERVICE AREA/UNIT: Public Works

CONTRACTOR: DTE Gas Services Company

PURPOSE: Compressed Natural Gas for Solid Waste Vehicles Sole Source

CONTRACT TYPE:

SERVICES

MATERIALS/CONSTRUCTION

CHANGE ORDER/AMENDMENT

CHANGE AMOUNT: \$ _____

OTHER:

CONTRACT AMOUNT: \$ 24,500.00

DATE CONTRACT EXPIRES: _____

RESOLUTION REQUIRED: YES NUMBER _____

NO PROJECT MEMO ATTACHED

SIGNATURES: **PLEASE MARK PAGES**
(IN ORDER)

	REQUIRED	SIGNED	DATE SIGNED
CONTRACTOR	<input type="checkbox"/>	<input type="checkbox"/>	_____
SERVICE AREA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>10/17/19</u>
CITY ATTORNEY	<input type="checkbox"/>	<input type="checkbox"/>	_____
CITY ADMINISTRATOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>10/15/19</u>
MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	_____
CITY CLERK	<input type="checkbox"/>	<input type="checkbox"/>	_____

RETURN CONTRACT TO: Ed Ader PHONE: 43913



SOLE SOURCE / BEST SOURCE JUSTIFICATION

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

Vendor/Source DTE Gas Services Company

Amount (\$) \$24,500.00

Unit or Area Public Works Solid Waste Date 10/17/2019

- 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:

The current Solid Waste fleet that services dumpsters runs on compressed natural gas (CNG). A nearby fuel source is essential to minimize excess travel time and fuel consumption and to maximize productivity. Retail CNG fueling stations in the Ann Arbor area have been either decommissioned or out of service since 2017. DTE has a corporate vehicle fueling station that meets the needs of the Solid Waste Fleet and DTE has agreed to let Ann Arbor utilize the CNG pumps at this location. This is the only location within a reasonable travel distance from Ann Arbor.

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.

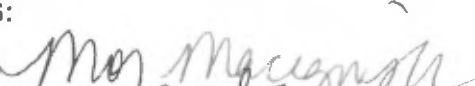


What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn’t fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or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

Solid Waste fleet vehicles involved in dumpster service have been intermittently using fueling services at DTE’s Ypsilanti service yard since July 2017 because retail fueling stations are not available within a 15 mile radius. The closest alternative options are located in Adrian and Taylor. Traveling those distance to get fuel would result in interruptions in service and additional labor and fuel costs.

REQUESTED BY:

Signature  Date 10/17/2019
(Typed Name) Ed Ader

APPROVALS:

Unit Manager  Date 10/17/19
Service Area Admin.  Date 10/17/19
City Administrator  Date 10/18/19