

SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and forwarded to Procurement Unit of Financial Services

Purchase Order No		_ Amount 9	10,103.79				
Unit o	or Area _Field Operations / Parks	Date	January 22, 2015				
	Sole Source – A single vendor is uniquely objective.	y qualified	to meet the City's procurement				
	Provide an explanation of the "need" the requirements (not a description of the product Why is this vendor the only one that can fulfil Describe the unique aspects of their product	duct or ser II the need	vice, which satisfies that need). identified?				
Chac	k appropriate reason below:						
CHEC							
	This is a product manufactured by a single	e 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 be	low).				
produ you a deteri	activities have already occurred prior to sulucts and services in the market were reviewed already evaluated products or services avamination that this product or service is the only dy done any work related to this project or pure	d and why ailable on one that n	they didn't fulfill the need. Have the market and then made a				

- 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.

December 16, 2014

Around 7:30 am, Parks and Recreation, staff entered the mechanical room to discover a very strong gaseous smell that was so strong that he couldn't enter the room and the room was vented. A contractor, Serv-Ice had arrived to install an infrared ice sensor for the compressor controller. The Serv-Ice technician looked around and concluded that the system was low on refrigerant. The facility supervisor asked if they could service them, but they did not have any product and needed to get the sensor installed due to the lift rental. During this time, the ice temperature had risen to 24 degrees which is not cold enough for arena standards and the facility supervisor contacted Delta Temp (the company that services the system 90% of the time) for an emergency repair. Delta Temp also concluded that the system had lost refrigerant and began recharging it. The technician was there for about nine hours and put in approximately 350 lbs of R-22. He came back the next day and installed another 60 lbs of R-22 and tested for more leaks. The service tech concluded that relief valves for the system had failed causing the loss of refrigerant. Do to the critical nature of the situation and to prevent the loss of the ice surface resulting in lost revenue and/or cancellation of events it was not feasible to solicit quotes from 3 vendors.

REQUESTED BY:	
Signature Date	1-22-15
APPROVALS:	
Unit Manager	Date
Service Area Admin.	Date /22/15
Procurement	Date

DELTA TEMP INC.

CUSTOMER INVOICE

500 AJAX DRIVE, MADISON HEIGHTS, MI. 48071 • (248) 589-2828

INVOICE DATE 1-05-15

INVOICE NO. 059796

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IMITED WARRANTY: A 30 day warranty exists from first date of service for only nose individual items of the system that have been serviced or repaired by this ompany. Material or parts warranties are subject to the mfg. or mfgs. agencies stablished warranty policies. Improper maintenance, acts of God, misuse and buse of the equipment will void all claims. No other warranties exist other than tated above. This contractor has sole determination of any or all warranty				ervice for only	WORK COMPLETE		MISC. WELDING MATERIALS, OXYGEN, ACETYLENE, NITROGEN, ETC.		ſ	
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				dist other than all warranty	PARTS ORDERED					
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CUSTOMER OR AGENT:				CENT.			Fleet Fuel Surcharge SALES TAX		21 100	
I hereby certify the				the above work h	above work has been completed and I am					
aware of the terms st							TOTAL AMOUNT DUE		10,103 79	
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VPF I							1 1/2% PER MONTH ON UNPAID BALANCE			
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