



CITY OF ORLANDO

REQUEST FOR A SOLE SOURCE PROCUREMENT

NOTE: This form is to be used for items that are available from only one source and there are no alternates. Forward to the Procurement and Contracts Division sixty (60) days prior to actual need.

Date Submitted: 1/27/15 Requesting Division/Department: Fleet and Facilities

Contact Person: Daryl Greenlee Telephone Number: (407) 246-3065

Commodity / Service Request: Heil Parts and Services distributor

Describe the commodity or service and its function: The vendor provides Heil parts, repairs and warranties for the City of Orlando Vehicles.

Cost of Commodity or Service: \$ 200,000.00

Vendor Name: Tampa Crane & Body Contact Name: Joel Schneide

Address: P.O. Box 290264 City/State/Zip: Tampa, FL 33687

Contact Phone Number: (813) 246-5510 Contact E-Mail Address: _____

Initial below:

This purchase is clearly and legitimately limited to a Sole Source because the commodity or service is:

Item(s) are available from only one source and there are no alternates: NT
Initials

Attach vendor documentation certifying that the vendor is the only source for the commodities or services in question or holds the production, copyrights, trademark, and/or patent to the item.

Check the following statement(s) that apply:

- ☐ The vendor holds the exclusive distribution rights for the item in question.
- ☐ Vendor documentation attached.
- ☐ The item to be purchased is the only item compatible with existing equipment owned by the City.
- ☐ Vendor documentation attached.
- ☒ The vendor is the sole provider of the goods or services which have unique characteristics essential to the needs of the program to perform the intended function and no other goods or service will be suitable for use by the City.
- ☒ Vendor documentation attached.

What steps were taken to verify that these features are not available elsewhere?

- ☐ Other brands/manufacturers were examined (please list names, phone numbers, and explain why they are not suitable for use by the City. Attach additional pages as necessary): _____
- ☐ Other vendors were contacted (please list names, phone numbers and explain why those contacted would not meet the needs of the City. Attach additional pages as necessary): _____
- ☒ State why this is the only source for the required commodity or service (attach additional pages as necessary): TAMPA CRANE IS THE ONLY DISTRIBUTOR OF
these Proprietary Parts.

I certify that to the best of my knowledge, this request is a sole source and the information provided herein is accurate and truthful.

Requester's Signature

Date

Office Head/Department Director's Signature

Date

For Procurement Use Only

Date Received in Purchasing: 1/28/15 Purchasing Division Tracking Number: SIS-0179

Requesting Division/Department: Fleet Management

Commodity / Service Request: Parts and Service for Heil refuse equipment

Purchasing Staff Reviewer: Lee Donate

Verified that this request is the only source. Yes ☒ No ☐

Is Council Approval Required? Yes ☒ No ☐

Was this Procurement Posted on the Internet? Yes ☒ No ☐

Comments: Tampa Crane & Body is the only supplier identified as a Heil authorized

representative for parts and service for Heil refuse equipment for the Central FL Area. A notice of
sole source procurement
was posted publicly
for 7 days with
no responses.

Procurement Staff Reviewer Signature

Date

Approved ☒

Denied ☐

Chief Procurement Officer

Date

NOTE: Section 838.22 Florida Statutes, it is unlawful (second degree felony) for a public servant with corrupt intent to obtain a benefit for any person (company) or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities or services. Page 2 of 2



January 29, 2015


Lee Donate, Purchasing Agent II
Procurement and Contracts Division
City of Orlando
400 South Orange Avenue
Orlando, FL 32801

Dear Lee:

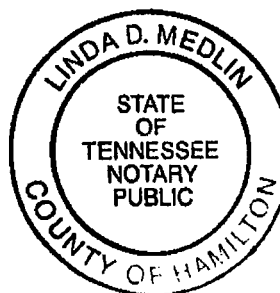
This is to certify that Tampa Crane and Body is the only authorized Heil dealer for the sale of collection bodies, repairs, service warranty and parts for the City of Orlando, Florida.

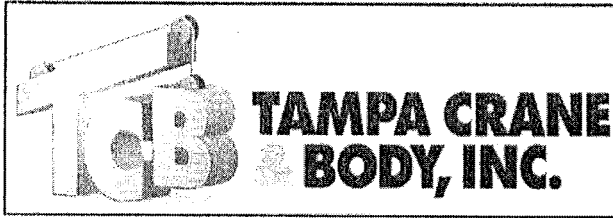
Sincerely,


George Paturalski
Corporate Director of Risk Management


Notary Public

My Commission Expires May 18, 2016





Body, Inc.

Tampa Crane &

**5701 N. 50th St.
Tampa, FL 33610
(813) 246-5510
(813) 246-5322 Fax**

January 28, 2015

Lee Donate, Purchasing Agent II
Procurement and Contracts Division
City of Orlando
400 South Orlando
Orlando, FL 32801

Dear Lee, We at Tampa Crane and Body are your single source distributor for Heil original equipment sales, parts, warranties and repairs for the City of Orlando. We are offering you a discount of 6% off of factory fleet pricing for Heil parts. We also will deliver parts once a week at no additional charge.

Our labor rate for the City of Orlando is \$90.00 per normal labor hour and \$135.00 for overtime repairs, both at our Facility or the City's. Service calls are charged \$1.60 per mile travelled to the City, and on return. Labor charge starts at time of technicians departure from Tampa Crane and Body, and return to our facility.

Sincerely,

Frank Bodine
Parts Manager

Joel Schnede
Service Manager