



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: 07/20/17 Requesting Division/Department: Orlando Arson/Bomb Squad

Contact Person: District Chief Trenton Campbell Telephone Number: 407-246-4001

Commodity / Service Request: FX Robot

Describe the commodity or service and its function: The FX Robot will be utilize for Bomb Squad purposes to investigate and render safe any suspicious items.

Cost of Commodity or Service: \$300.036

Vendor Name: Northrop Grumman, Remotec Inc Contact Name: Brad Callahan

Address: 353 JD Yarnell Industrial Parkway City/State/Zip: Clinton, TN, 37716

Contact Phone Number: (865)483-0228 Contact E-Mail Address: bradley.callahan@ngc.com

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: TC
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): Not made by any other vendor.
- ☐ 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): _____

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

Trenton Campbell / [Signature]

07/20/17

Requester's Signature

Date

Kevin Preston / [Signature]

7/24/2017

Office Head/Department Director's Signature

Date

For Procurement Use Only

Date Received in Purchasing: _____ Purchasing Division Tracking Number: _____

Requesting Division/Department: _____

Commodity / Service Request: _____

Purchasing Staff Reviewer: _____

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: _____

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**