



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: 3/4/2019 Requesting Division/Department: DDB/CRA

Contact Person: Mercedes Blanca Telephone Number: 407-246-3625

Commodity / Service Request: Custom holiday decoration RQ-13775

Describe the commodity or service and its function: Custom 42" snowflake decoration (TGL 19) that is only manufactured by Blachere Illumination.

The past two years, the DDB/CRA ordered these same decorations and would like to continue to build upon the current lights downtown.

Cost of Commodity or Service: \$ \$773/unit or \$181,655 total w/ \$3,500 freight

Vendor Name: Blachere Illumination Contact Name: Alyn Newbury

Address: 4198 State Highway 14W City/State/Zip: Christopher, IL 62822

Contact Phone Number: 618-724-1500 Contact E-Mail Address: a.newbury@blachere-illumination.us

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: MB
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.

519-0288 ✓
3-15-19 Rev: 11/22/11

Please Assign to Lee TX LC 3-15-19

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): When initially researching the holiday decoration option, two companies were contacted (M&K Illumination 804.546.7537 and Downtown Decorations 877.369.6332, however, based on multiple factors including design, quality, and product guarantee, staff ranked Blachere's product as the favored.
- ☒ State why this is the only source for the required commodity or service (attach additional pages as necessary): Attached is a letter from Blachere Illumination that speaks to their company being the only manufacturer of the above-referenced product.

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

[Signature]
Requester's Signature

3/4/2019

Date

[Signature]
Office Head/Department Director's Signature

3/4/2019

Date

For Procurement Use Only

Date Received in Purchasing: 3/15/19 Purchasing Division Tracking Number: SI9-0288

Requesting Division/Department: DDP/CRA

Commodity / Service Request: Custom Manufactured Holiday Light Pole Decorations

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: To date, Blachere Illuminations is the only source identified for the purchase of

Custom manufactured holiday light pole decoration which are identical in design, construction, appearance and function, to the City's existing decorations produced by Blachere Illumination.

A public notice of sole source procurement was posted for 7 days with no response, which was withdrawn.

[Signature]
Procurement Staff Reviewer Signature

6/1/19
Date

Approved ☒ Denied ☐

[Signature]
Chief Procurement Officer

04.01.19

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**