

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

NON-COMPETITIVE BID PURCHASE JUSTIFICATION

Required for all sole source acquisitions in excess of \$5,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered.
Department Head approval is required.

Requesting Department Information

Department:	Index Code:
Department of Transportation	3630300/3630350/3583809/3583808
Contact Name:	Subobject: User Code:
Ashley Johnson	6040
Telephone:	Fax:
530-642-4925	(530) 642-9238

Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
Henke Manufacturing	3070 Wilson Avenue
Contact Name:	Leavenworth, KS 66048
Patrick Silvey	
Estimated Purchase Price:	Vendor / Supplier Email Address:
\$ 235,000.00	psilvey@kenkemfg.com
Telephone:	Fax:
(913) 682-9000	(913) 682-0300

Provide a brief description of the acquisition, including all goods and/or services the vendor/supplier will provide:

Five (5) Henke Helper Dozer Blade 14' with fusion coupler and diverter valve, five (5) Henke Hi-Gates for grader moldboards and three (3) Henke Helper Dozer Blade 14' with JRB 416 hooks.

Department Head:

Signature

Date

Purchasing Agent:

Signature

Date

Board of Supervisors:

Date: _____

Item: _____

Buyer Assignment:

Assigned To: _____

Date: _____

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition.)

A total of eight (8) plows and five (5) gates will be used in conjunction with rental loaders or department owned equipment. The Helper Dozer Blade and Hi-Gates are only produced by Henke Manufacturing thus making them the sole source supplier in our area.

2. Provide the background of events leading to this acquisition.

Department of Transportation has added the use of rental wheel loaders during the winter snow removal season in the Tahoe Basin in County Service Area 3 in an effort to relieve the use of older, expensive heavy equipment plows. Through multiple seasons of experience with the operation of rental loaders with plows and gates it has been determined that both the plow and gates are necessary.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

Henke Manufacturing is the sole manufacturer of these products.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

If the Hi-Gate and plows are not purchased the effectiveness of the rental loader program will be reduced, which would in turn continue the use and degradation of older equipment thus increasing repair costs and potential down time of snow removal operations in some CSA 3 areas.

5. What market research was conducted to substantiate no competition, including evaluation of other items consider? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

Henke Manufacturing is the only provider of this type of equipment per the attached letters.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

A price analysis was not completed as this is the only vendor to purchase both items from. Regardless, Transportation has been purchasing the hi-gate and plows for multiple years and have seen the steady increase in cost which corresponds with the market and material increases.

2. Describe any cost savings or avoidance realized (1 time or on-going) by acquiring the goods/services from this supplier.

These products will last with minimal maintenance expenses for approximately twenty (20) years and can be used on rental loaders for years to come.