

Date Received

**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: Chief Administrative Office - Parks Division	Index Code: 0620200	
Contact Name: Chelsea Edman	Subject: 6040	User Code:
Telephone: 530.621.6060	Fax:	


**Required Supplier / Vendor Information**

Vendor / Supplier Name: Crescent Tank MFG	Vendor / Supplier Address: Crescent Tank MFG PO Box 116 Bloomfield, NY 14469
Contact Name: Jordan Fleischer	Vendor / Supplier Email Address: info@crescenttank.com
Estimated Purchase Price: \$ 13,974.00	Fax: (585) 657-1014
Telephone: (585) 657-4104	

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

The Parks Division is currently in the process of building a custom vehicle that will be pumping waste from the restrooms located along the Rubicon Trail, hauling that waste, and disposing of it in the County vault located at Ellis Creek while also successfully traversing the Rubicon Trail. This purchase is for the tank for this unique vehicle.

Department Head:  6/4/2020  
Signature Date

Purchasing Agent:  6/8/2020  
Signature Date

Board of Supervisors: \_\_\_\_\_ Buyer Assignment: \_\_\_\_\_  
Date: \_\_\_\_\_ Assigned To: \_\_\_\_\_  
Item: \_\_\_\_\_ 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 pumper truck for the Rubicon Trail is a unique build that requires the smaller capacity of a normal pumper, while also needing to navigate difficult terrain. Due to this, the truck will need to be custom built for the Parks Division. Crescent Tank will be providing a tank specific to this build. This product is a specialty tank that fits on a truck bed and is rectangular in shape. This is the only company that makes the rectangular tank required for this build and holds the patent for rectangular tanks. A rectangular tank is required for this project for safety reasons. A round tank has a much higher center of gravity and because of the terrain that this truck will be on a round tank would most likely cause it to roll over because of the surge of the liquid in the tank.

This purchase meets the following exemption criteria under policy C-17, section 5.9, subsection (b), (b) the unique nature of the property or services required precludes competitive bidding.

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

Since the restrooms on the Trail were installed, they have been serviced through a contract with the Rubicon Trail Foundation (RTF) with funding through State Parks OHV Grants. In 2018, RTF's vehicle broke down before the Jeoper's Jamboree, confirming the need for a backup plan to service the restrooms along the trail. In addition, RTF is also a volunteer based organization that is unavailable to pump the restrooms on a regular basis due to limited staffing and time. The County is held liable and risks violations from the State Water Quality Control Board should the sanitation or maintenance of the trail becomes compromised due to inability to service the restrooms. Purchasing a pumper truck would give the County the ability to be the primary entity responsible for service and maintain the restrooms. The County will be required to service the restrooms in the 2020 season and due to this, there is an emergent environmental need to complete the build prior to July 1, 2020.

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

Parks staff has contacted multiple vendors in order to find the product being ordered from Crescent Tank. However, Crescent Tank is the only manufacturer of the rectangular tank and holds the patent for this. A rectangular tank is required for this project for safety and sanitation reasons. A round tank has a much higher center of gravity and because of the terrain that this truck will be on a round tank would most likely cause it to roll over because of the surge of the liquid in the tank. This would not only pose a safety hazard for staff but risks sanitation hazards from a large volume of waste spilling on the trail. This product is required for this build. *(see attached email) DC*

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

The County would continue to contract out for all service for the trail restrooms. However, the County has experienced issues previously with regular service under the contract as the vendor is a volunteer based organization and relies on volunteers providing this service. Not being able to service the restrooms in a timely manner risks a violation from the State Water Quality Control Board in the amount of \$10,000 per day.

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.)

One of the Parks Staff, Justin Williams, has been dedicated to researching this build and calling vendors to find the products for it. Since Crescent Tank is the only manufacturer of rectangular septic tanks and holds the patent for this product, no alternatives were available.

#### **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.)

This product is currently the only rectangular tank on the market so there were no comparable models to refer to. However, this pricing is consistent with high quality cylinder tanks currently for sale.

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

By having a pumper truck and creating a sustainable sanitation plan in place in case of emergency, the County can avoid a possible Water Board Violation.

Additionally, it is the County Parks Division's ongoing plan to provide all service and maintenance of the trail restrooms in house. The community has held fund raisers in order to fund the pumper truck for the County to be able to provide full service and maintenance as this is a huge need. This truck would allow for the County to provide a more economically feasible option than contracting out for these services and create a more sustainable plan for trail maintenance.