

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

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: Environmental Management	Index Code: HSG and 3810130	
Contact Name: Monica Lindsley	Subobject: See BT	User Code:
Telephone: 530-621-6664	Fax:	

Required Supplier / Vendor Information

Vendor / Supplier Name: TSI Incorporated	Vendor / Supplier Address: 500 Cardigan Road
Contact Name:	Shoreview, MN 55126
Estimated Purchase Price: \$11,611.90	Vendor / Supplier Email Address: orders@TSI.com
Telephone: 8006801220	Fax:

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

The Portacount 8040 Fit Test machine will allow the Hazmat Response Team to fit test all SCBAs and respirators for continued use during all emergency response activities. The fit test is a required activity for all SCBA and respirator-related operations. The purchase will include the base unit, all adapters, hoses, filters, consumables, software, and power supplies/adapters.

Department Head: Jeffrey [Signature] (Oct 27, 2023 15:31 PDT) _____
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.)

The purchase cannot be competitively bid because we are purchasing directly from the manufacturer, who is the authorized Distributer with the U.S. Government for this type of equipment.

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

Previously, EDC EMD was using Diamond Springs Fire Department's fit testing machine for the annual recertification of all Hazmat SCBAs and respirators. Diamond Springs Fire then ceased using that equipment and EDC EMD was forced to hire a third-party contractor to fit test all equipment on an annual basis. With the Homeland Security Grant (HSG) being offered, EDC EMD took the opportunity to apply for the purchase of its own in-house fit testing apparatus to save the county time and money. The HSG was awarded to EDC EMD.

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

Careful research was done to find the right fit testing machine for our needs, with few options available due to the type of Product and Government restrictions. TSI Inc was the regional distributor for our area authorized by the US Government to distribute this type of product. Many manufacturers, makes, and models were investigated. Determining factors include: number of units that need to be calibrated, ease of operation, continued maintenance, effectiveness and accuracy, and price. The Portacount 8040 fit our situation the best.

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

We would have to utilize a third-party contractor for the annual fit testing of our current SCBA/respirator units, being that the process for finding a different fit testing machine with requisite authority would likely take a significant amount of time.

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.)

We did extensive research into several manufacturers, makes, and models of fit testing equipment. Due to the size of our response team, number of units that need calibration, amount of ongoing device maintenance, and need to have the equipment operated with ease, we chose TSI as the right manufacturer. There are not a lot of manufacturers that produce portable fit testing machines, but TSI has the product that is right for our department. We did not engage in a competitive bidding process because we are buying direct form the manufacturer. Other manufacturers that were considered include: Accutec and OHD.

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.)

The price for the Portacount 8040 was in a similar price range as other fit testing units (manufacturers) that offered similar features. The Portacount 8040 was not the most expensive unit, and it was also not the most expensive unit offered from that particular manufacturer. We only chose a unit that closely matched the requirements of a Hazmat Response Team of our size.

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

By using this piece of equipment, we will not have the need to hire a third-party certification technician every year to sign off on our SCBAs and respirators. We will be able to test our equipment in the field, and while at an emergency response. Additionally, we can perform safety checks whenever we need to due to equipment repairs and/or replacements. We can also help out other first responders in the county by offering our services if needed to local fire departments. It allows our first responders to be as safe as possible when in hazardous situations.






Portacount justification form 2023

Final Audit Report

2023-10-27

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