

**CHIEF ADMINISTRATIVE OFFICE**  
**Procurement and Contracts Division**

Date Received
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**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: Sheriff	Index Code:	
Contact Name: Sara Dougherty	Subobject:	User Code:
Telephone: 530-621-5657	Fax: 530-642-9473	

**Required Supplier / Vendor Information**

Vendor / Supplier Name: EcoLab	Vendor / Supplier Address: PO Box 100512 Pasadena CA 91189
Contact Name: Steven Romero	
Estimated Purchase Price: Approx \$50k/year	Vendor / Supplier Email Address:
Telephone: 1-800-352-5326	Fax:

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

Kitchen and laundry cleaning equipment, supplies and tamper resistant chemical dispensers for both the Placerville and South Lake Tahoe jails.
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Department Head: \_\_\_\_\_  
Signature Date

Purchasing Agent: \_\_\_\_\_  
Signature Date

Board of Supervisors: \_\_\_\_\_  
Date: \_\_\_\_\_

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 equipment is already installed at both jails for cleaning solutions to automatically dispense pre-mixed solutions into buckets, spray bottles, washing machines, dishwashers, kitchen sinks and other recommended containers. Chemical dispensers are installed, maintained, calibrated, replaced and removed by the current vendor at no cost to the County. To have this system removed and changed out to another vendor's system would cause unacceptable OSHA downtime of the cleaning system, leaving the jail population exposed to health hazards.

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

In the early 1990's, this vendor submitted a bid to rent the dishwashers to the County for the South Lake Tahoe Jail at minimal cost providing the County only use their cleaning products in the rest of the jail facility. Preferring to have one vendor provide service to both jails, the management staff made the decision to switch over all the cleaning products at both jails at this time to this vendor. The vendor provided training for proper use of the equipment and chemicals, installed all the dispensers and chemicals and has maintained, calibrated, replaced and removed any broken equipment since then. They provide all OSHA requirements and MSD's for each product distributed.

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

The can provide service to both jails 24/7; they have been delivering on a timely and reliable schedule for years with no problems.

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

If we have to go out to bid and change out all the equipment, chemicals and labeling, the time it would take would be too long for OSHA standards and it would cause extreme health hazards to the inmates.

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.)

The time it would take to remove all Ecolab's equipment, labeling, chemicals and solutions and replace them with another vendor's would be too long to substantiate changing vendors. The risk of health hazards to inmates along is more than enough to keep from changing vendors.

**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 current vendor can provide service to both jails in a timely manner with reliable delivery of products with emergency services available 24/7. They meet OSHA requirements and keep both jails in compliance. They provide MSDS for each product they distribute.

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

All maintenance of dishwashers at the Tahoe Jail is done at the vendor's expense. All chemical solution dispensers are maintained, calibrated, replaced and removed if needed at the vendor's expense.