

METHOD OF SOURCE SELECTION

Waiver for Non-Competitive Procurement

NOTE TO PREPARER

The purpose of this form is solely for the department to justify why the requested purchase, over \$5,000, is not being competitively quoted or bid. **Use of this form is required for all piggyback purchases, regardless of purchase amount.** Electronic approval of the accompanying requisition by the Procurement Manager indicates only agreement as to the reasonableness of the specified selection method justified herein; it is not authority to make the purchase.

All contracts must route through the City's Contract Coordinator – and should not be signed by the vendor or any City staff prior to routing.

This form is not required if purchase is for: 1) Inter-Local Agreement between City and other agency, 2) Utilities (including Ethernet obtained through GRUcom), or 3) Legal Services.

SELECT ONE OF THE FOLLOWING CHOICES:

☒ Initial MOSS ☐ Revised MOSS (reason(s) for revision):

INITIAL MOSS AMOUNT: \$138,710

AMOUNT IS FOR PERIOD OF: _____ (i.e., 1 yr, 3 yrs, etc. – this should match the contract, especially if multi-year)

AMOUNT OF REVISED MOSS:

☒ No Change from Initial MOSS ☐ Increase of: ☐ Decrease of: \$ _____

REVISED MOSS TOTAL (Initial MOSS amount + Increase/Decrease amount): \$ _____

DEPARTMENT/DIVISION: Fire Rescue

PROJECT MANAGER: Stephen Hesson

EXTENSION: 8377

PURCHASE TYPE:

☒ One-Time, Single Purchase ☐ FY Blanket Dates: _____ / _____ ☐ Contract/Project Dates: _____ / _____

COMMISSION APPROVAL REQUIRED (OVER \$100K): ☐ No, per Procurement Policy # _____ (click [here](#) for policy)

☒ Yes, date: _____

*SUPPLIER NAME: Knox Company

*SUPPLIER #: SUP- _____

*Note: supplier setup must be fully completed (approved) within Workday before submitting "MOSS" Requisition Type.

Select one of the following choices:

☐ Other Agency (1) ☐ Professional Services ☐ Continuing Contracts ☐ Sole Source (2) ☒ Specified Source (2)

Note: For an Emergency Purchase complete the stand-alone *Emergency Purchase Request* form and upload it to the Emergency Requisition in Workday

(1) Attach required documentation (ITB, Bid Record, Awarded Response, Complete Contract, and an executed "bridge agreement" or email from legal if bridge agreement is not required, etc.)

(2) Refer to respective Procurement Policy for more information. Written detailed justification is required for these selections (please be specific): To facilitate efficient emergency access to commercial properties within the City of Gainesville, GFR selected the Knox Company as the sole provider of tamper proof lock boxes when the program was first implemented many years ago. Selecting one system of lock boxes is required to facilitate emergency access utilizing one master key for the entire system. Installing new electronic key cores in existing Knox Boxes will enhance system security, while maintaining GFR's ability to quickly access commercial developments during an emergency.

Certification/Statement of Need:

The **Project Manager** (named above) hereby certifies, through submission of this form with the requisition, that this proposed waiver of non-competitive procurement is based upon an objective review of the required product/service and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request or entity selected. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to waive competitive bidding on this purchase if other suppliers are known to exist.