



### Sole Source Justification Form

Complete and submit this form to the Purchasing Division when requesting exception to the competitive procurement process.

Sole source procurement refers to those purchases where there is only one supplier that can provide the product/service to the City. Please be as thorough and detailed with explanations to assist in the evaluation process.

Date:	05/17/2022		Division:	Sewer
Department:	Public Works		Title:	Wastewater Field Ops Man.
Name:	Kevin Street			
Requisition No:				
Vendor Name:	Plumbers Depot, Inc.	Vendor ID:		

Item Description/ Scope of Work:	Camera Video Inspection Van Purchase
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1. Why is the acquisition restricted to this good/service/supplier? (Explain why the acquisition cannot be competitively bid, and Include consequences that would occur from not contracting with this supplier.)

The Public Works Wastewater Division (Division) Collections Section manages the City's sewer collection system (system). The system is regulated by the State of California Water Resources Control Board (State). The State requires the City implement a Sewer System Management Plan (Plan) which details how the system will be operated and maintained to prevent overflows. The City Council is required to periodically affirm the commitments within the plan and the resources to implement it.

In 2012 the Division adopted CUES brand equipment for its sewer inspection program. Operators are trained to use and maintain the specialized CUES CCTV cameras and transporters on which the program relies, and CUES software for

2. How was the price offered determined to be fair and reasonable? Explain what the basis was for comparison and include cost analyses as applicable. (Compare to vendor's previous or current offer to the City or to another agency/company, market research – or any other method of comparison that will substantiate fair and reasonable pricing in the absence of competition). Attach back-up documentation for reference.

Two of the more commonly used sewer CCTV inspection equipment manufacturers in the industry are CUES and Envirosight. In late 2021 the Wastewater Division requested demonstrations of comparable units from the locally authorized vendors for each; Plumbers Depot, Inc by way of National Auto Fleet Group for CUES and Haaker Equipment Company for Envirosight. Detailed specification lists and planning costs were requested for each unit demonstrated. The 2021 estimated pre-tax costs for the CUES and Envirosight units demonstrated were \$332,000 (ATTACHMENT 2) and \$342,000 (ATTACHMENT 3) respectively. It should be noted 2022 pricing has increased considerably due to vehicle and component shortages being experienced nationwide. Ongoing supply chain limitations and cost increases affect both the chassis and CCTV equipment.

3. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier. Include consequences that would occur from not contracting with this supplier.

Purchasing the CUES sewer inspection vehicle from Plumber's Depot, Inc. would preserve the equipment and software standard adopted by the Division in 2012. Upfront and recurring costs to train CCTV operators on two separate systems would be avoided as the current CUES knowledge base across staff would be transferrable. Costs to maintain two separate inventories of parts and tools to operate and maintain a non-CUES system would be avoided as the existing supply could serve both.

As CCTV operators gain experience with a specific type of inspection equipment, they learn to calibrate their observations to the "feel" of the transporter and resolution of the camera. This learned mastery fosters accuracy and consistency across inspections and grows program efficacy. The operator's skill and the equipment it was developed on

#### Certification of Responsibility:

I am aware of the City of Riverside requirements for competitive bidding and the established criteria for justification of single source purchasing. As an authorized Department representative, I have gathered the required technical information and have made a concentrated effort to review comparable/equal vendors or equipment. I hereby certify the validity of the information and feel confident this justification of single source meets the City's criteria and would withstand audit or vendor protest.

**Kevin M. Street** Digitally signed by Kevin M. Street  
Date: 2022.05.17 12:09:28 -07'00'

05/17/2022

Signature

Date

**Edward Filadelfia** Digitally signed by Edward Filadelfia  
Date: 2022.05.20 11:05:06 -07'00'

5/20/2022

Department Head

Date

Purchasing Manager (Up to \$50,000)  
Over \$50,000 - Must be submitted for City  
Council Approval with Purchasing Manager  
concurrence.

Date