



### Single 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:           | 06/23/2022          | Division:  | Water Operations |
| Department:     | Public Utilities    | Title:     | Engineering Tech |
| Name:           | Jon C Colon         | Vendor ID: | 0020354          |
| Requisition No: | Y224322             |            |                  |
| Vendor Name:    | R&B Automation Inc. |            |                  |

Item Description/  
Scope of Work:

Retrofit Replacement of Actuator's for JW North Water Treatment Plant

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 City needs to use R&B Automation as they are the only Kinetrol authorized contractor in the Southern California area. These specialized acutators are needed to keep the JW North Water Treatment Plant operational as without them, the plant would need to be shut down decreasing the cities water supply.

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.

The price is deemed fair and reasonable from the previous years of experience in working with this contractor in the past. If the City were to purchase a Kinetrol Actuator from another distributor, we would have to pay substantial delivery, installation and maintenance fees as other distributors would be from Northern California or out of state. R&B is the only Southern California distributor for Kinetrol very local to Riverside and would be able to assist any future repair work without the City having to incur excessive travel costs from technicians when having to visit the facility.

R&B Automation Inc has continued to be a dependable, low cost actuator contractor for the city of Riverside. The quote attached to this letter was obtained in 2021 and illustrates the competitive pricing R&B Automation Inc offers. During this project, the city was looking to have an actuator installed at one of our water supply facilities and the bids received

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R&B Automation Inc \$9,880.00  
Auma Valve \$11,600.00

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.

R&B Automation Inc of Temecula is the only Southern California distributor for Kinetrol who is local to the Riverside area and would be able to assist in any future repair work without the City having to incur excessive travel costs from out of region technicians when having to visit the facility. (Please see sole source letter from the manufacturer of the Kinetrol Actuators). R&B is also able to fabricate retrofit hardware that will make the actuators adaptable to our existing system eliminating the need for costly system modifications.

#### Certification of Responsibility:

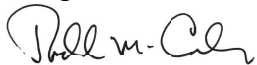
I am aware of the City of Riverside requirements for competitive bidding and the established criteria for justification of single source purchasing. As an authorized Department representative, I have gathered the required technical information and have made a concentrated effort to review comparable/equal 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.

**Jon Colón**

Digitally signed by Jon Colón  
Date: 2022.06.23 15:01:11 -07'00'

06/23/2022

Signature



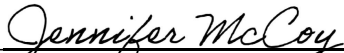
Date

Jun 29, 2022

Department Head

Date

06/30/2022



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

Date


# Sole Source - REVISED R&B Automation Inc - Retrofit Replacement JW North

Final Audit Report

2022-06-29

|                 |  |
|-----------------|--|
| Created:        | 2022-06-29                                   |
| By:             | Melodie Morgan (MMorgan@riversideca.gov)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAyl-qOusD90APTmpBI-IP_ZCbmORD8yP4 |

## "Sole Source - REVISED R&B Automation Inc - Retrofit Replacement JW North" History

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