



CITY OF HOLLYWOOD, FLORIDA

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

PROCUREMENT SERVICES DIVISION

2011 SEP 29 PM 4:40

Sole Source Justification Form (Use for Purchases(s) in excess of \$2,500)

Per City of Hollywood Ordinance § 38.40 (C) (3) 'sole source' purchases are exempt from the competitive bid and competitive proposal requirements. Sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Director of Procurement Services determines, after a good faith review of available sources, that a particular supply or service is available from only one source.

Date 9/17/14

Department/Office Office of Parking & Intergovernmental Affairs

Division/Area Parking

Contact Person Rosanne Regan

Title Financial Analyst

Phone Ext. 8142

Email rregan@hollywoodfl.org

1. Requested Vendor MacKay Meters

Vendor Number 13421/5

Address P.O. Box 338, New Glasgow, NS B2H5E3, Canada

Contact Person Jim Taylor

Title Business Development Manager

Phone 902-752-5124

Email jtaylor@mackaymeters.com

2. Product/Service being requested (be specific). Multi-space parking meters parts and repair

3. Detailed description of the product/service function and purpose. The City has MacKay parking multi-space meters throughout the City which break down and require repairs.

4. Please explain in detail why this vendor is the sole source supplier for the required product/service. Be sure to explain the necessary features this vendor provides which are not available from any other vendor. The spare parts are proprietary and will allow for the seamless replacement of repair parts for our existing MacKay "Guardian" multi-space parking meters. MacKay Meters is the manufacturer of the spare parts required to repair the meters and they are our sole source of parts for keeping the meter plant well maintained and operational.

5. Please explain in detail what process the Department/Office took to verify that there are no other vendors or products/services available to perform the required function.

Procurement Service Division use only

Requisition # R
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order # BPO 3002644
(As Applicable)

(Revised 9/2013)

The spare parts are proprietary to MacKay Meters.

6. Please submit supporting documentation from the vendor or other sources certifying that this vendor is a sole source for the required product/service being requested. For example, the vendor holds the distribution rights, productions rights, copyrights, trademark and/or patent:

- ☐ Vendor holds the exclusive rights for the product/service.
- ☒ Vendor is the sole provider of the product/service that has unique characteristics essential to the needs which no other product is capable.
- ☐ Product is replacing existing product and necessary to maintain warranty or service contract.
- ☐ Product is replacing existing product and is not interchangeable with any other product.

7. Total cost of the requested product/service? Approx. \$100,000 annually

8. Total estimated annual (fiscal year) cost of requested product/service? \$100,000.00

Account Number(s) 46.1150.00224.545.005214

9. Is this product/service covered by a warranty? ☐ Yes ☒ No

If yes, please attach a copy of the warranty details.

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

12. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

What is the grant (dollar) amount? _____

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Procurement Service Division use only

Requisition # R _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)

Date of Advanced Search _____

Company Name(s) Searched

Search Results

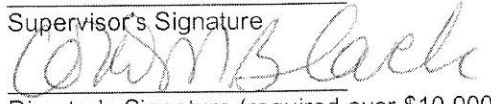
REQUESTING DEPARTMENT RECOMMENDATION

WARNING: Per Florida Statutes 838.22(2) – "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities or services.


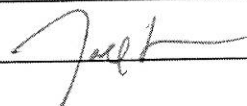
I recommend that the competitive quoting/bidding process be waived and that the goods/services be purchased as a sole source.


Contact Person's Signature

9-17-14
Date

Supervisor's Signature

Director's Signature (required over \$10,000)

Date
9-17-14
Date

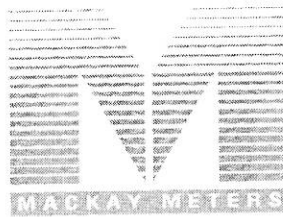
APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	<u>9/30/14</u>
Approved By:		Date	<u>10-15-14</u>

Procurement Service Division use only

Requisition # R _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)



MacKay Meters, Inc.
4600 North Hiatus Road
Sunrise, Florida
33351
Phone: (888) 462-2529 x247
Fax: (902) 752-4889

City of Hollywood
Office of Parking Administration
P.O. Box 229045
2500 Hollywood Blvd., Suite 309
Hollywood, FL
33022-9045

Attn: Mr. Ben Schneider

Dear Ben,

I am writing you this letter in follow up to your request of locations where MacKay product can be purchased or repaired.

The distribution of the MacKay products is through established distributor and corporate representatives worldwide. We must to honor these long term relationships with vigor helping sustain our companies' longevity in the market. This strategy has proven to work very well for us and has been a positive move in the growth of our company.

Due to these long term relationships our products are only available in established distribution territories through one sole source.

Given the physical location of Hollywood, the distribution office of the J.J. MacKay product lines in your area covering Florida, Georgia, North Carolina and South Carolina and is MacKay Meters, Inc. this is the sole source location you are able to purchase our products and or have repairs done to the products.

MacKay Meters, Inc.
4600 North Hiatus Road
Sunrise, Florida
33351
Telephone: (888) 462-2529 x247
Facsimile: (902) 752-4889

Contact: J.W. (Jim) Taylor – Business Development Manager
Cell Phone: (902) 396-8533
E-mail: j.taylor@jjmackay.com

Thanks for the enquiry.
Best regards,

J.W. (Jim) Taylor
Sales and Marketing Manager



CITY OF HOLLYWOOD, FLORIDA

Procurement Services Division

2600 Hollywood Blvd. • Room 303 • P. O. Box 229045 • Hollywood, Florida 33022-9045
Phone (954)921-3299 • Fax (954)921-3086

October 27, 2014

Mackay Meters, Inc.
Attn: Jim Taylor
P.O. Box 338
New Glasgow NS B2H5E3
Canada

Dear Vendor:

Our Agreement for Master Parking Meter Parts and Repair based upon quote-dated September 19, 2012, Blanket Purchase Order B002258, expires on October 19, 2014.

The Procurement Services Division is requesting a three (3) year term period for supply of the Master Parking Meter Parts and Repair Service.

Please advise your interest in this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to agree with this agreement, please explain reason(s) in a separate letter.

Thanks for your help with this matter and as always, please call me at 954-921-3345 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,


Janice English, Contracts Officer
Procurement Services Division

JE/kw

I agree: 

I disagree: _____

Name: J.W. (Jim) Taylor
(Typed or Printed & signature)

Date: October 27th, 2014

Part Number	Description	Warranty	List Price	Hollywood	Refurbished (If available)
30PD0000120	120VAC Circuit Breaker Assembly	1 yr	\$150.57	\$135.51	
30PD0000100	120VAC Power Option	1 yr	\$134.04	\$120.64	
30PD0000115	17-Amp Battery Assembly	1 yr	\$124.74	\$112.27	
30PD0000105	40-Amp Battery Assembly [std]	1 yr	\$291.54	\$262.39	
	70-Amp Battery Assembly [opt.]	1 yr	\$644.04	\$579.64	
46PD0000905	Anchor Assembly [standard]	1 yr	\$222.76	\$200.48	
30PD0000610	Antenna for Solar Configuration	1 yr	\$30.00	\$27.00	
	Bill Acceptor Assembly	1 yr	\$1,764.00	\$1,587.60	
30PD0000025	1000 Bill Cassette	1 yr	\$215.00	\$193.50	
30PD0000400	Card Reader Module [frame]	1 yr	\$50.61	\$45.55	
25PD0000005	Card Reader with Bezel	1 yr	\$273.84	\$246.46	
	Card Reader without Bezel	1 yr	\$228.84	\$205.96	
46PD0000007	Cash Box Bottom Assembly	1 yr	\$113.39	\$102.05	
46PD0520060	Cash Box Cover Assembly	1 yr	\$72.38	\$65.14	
	Cash Box Top Assembly	1 yr	\$290.84	\$261.75	
50PD0000320	Cash Box Lock	1 yr	\$71.67	\$64.50	
50PD0000005	Cash Box Lock Key	1 yr	\$6.00	\$5.40	
	Charger Assembly	1 yr	\$159.12	\$143.21	
30PD0000258	Charger Power Cable Assembly	1 yr	\$24.30	\$21.87	
46PD0000650	Coin Cup Assembly	1 yr	\$55.38	\$49.84	
	Coin Mech Assembly	1 yr	\$908.37	\$817.53	
46PD0000392	Coin Mech Anti Pin	1 yr	\$121.89	\$109.70	
30PD0000160	Coin Mech Escrow	1 yr	\$186.03	\$167.43	
30PD0000166	Coin Mech Escrow	1 yr	\$421.14	\$379.03	
30PD0000155	Coin Mech Selector	1 yr	\$40.50	\$36.45	
46PD0000408	Solenoid Assembly	1 yr			
	CPU Box Assembly (Monochrome Discontinued)	1 yr	\$2,547.90	\$2,293.11	\$1,719.83
46PD0000230	CPU Box Assembly (Color)	1 yr	\$2,547.90	\$2,293.11	
30PD0000147	CPU Green Backlight	1 yr	\$21.75	\$19.58	
15PD0510015	CPU I/O Board	1 yr	\$607.50	\$546.75	
30PD0000135	CPU LCD (Monochrome Discontinued)	1 yr	\$186.00	\$167.40	\$83.70
	CPU LCD (Color)	1 yr	\$251.10	\$167.40	
	CPU Main Controller Board	1 yr	\$1,312.50	\$1,181.25	
15PD0510000	CPU Optical Board	1 yr	\$103.50	\$93.15	
15PD0510025	Credit Card / Chip Board Assembly	1 yr	\$433.74	\$394.31	
25PD0510050					
	Fan Assembly	1 yr	\$51.03	\$45.93	
30PD0000270	Hat Assembly	1 yr	\$180.48	\$162.43	
	Heating Pad Assembly	1 yr	\$130.41	\$117.37	
46PD0000550	Language Button Keypad	1 yr	\$149.31	\$134.38	
30PD0000192					
	Main Door Assembly [HD]	1 yr	\$1,185.48	\$1,066.93	
46PD0000525	Main Door [HD]	1 yr	\$425.19	\$382.67	
46PD0000505					
	Main Door Switch Assembly	1 yr	\$35.73	\$32.16	
46PD0000502	Modem Package [std; AnyData]	1 yr	\$726.00	\$653.40	
30PD0000600	P&D CRM Epurse Module	1 yr	\$536.34	\$482.71	
15PD0510030	P&D CRM Epurse Module	1 yr	\$36.06	\$32.45	
30PD0000212	Paper Jamb Sensor Assembly	1 yr	\$190.77	\$171.69	
30PD0000232	Pay by Space Keypad Assembly	1 yr	\$38.43	\$34.59	
46PD0000750	Pedestal Coin Chute Assembly	1 yr	\$365.55	\$329.00	
15PD0510020	Power Distribution Board	1 yr	\$45.63	\$41.07	
30PD0000237	Printer Chute	1 yr	\$10.14	\$9.13	
30PD0000218	Printer Ground Strap Assembly	1 yr			
	Printer Assembly	1 yr	\$861.97	\$766.77	
46PD0000100	Printer Keypad Assembly	1 yr	\$30.00	\$27.00	
30PD0000230	Printer Main Controller Board	1 yr	\$330.00	\$297.00	
30PD0000210					
	Printer Mech Assembly	1 yr	\$579.18	\$521.26	
30PD0000208	Printer Cutter	1 yr	\$204.00	\$183.60	
30PD0000205	Printer Mechanism	1 yr	\$375.00	\$337.50	
30PD0000200					
	Real Time Clock Display Module	1 yr	\$161.10	\$144.99	
30PD0000142	Service Door Assembly	1 yr	\$201.75	\$181.58	
46PD0000802					
	Solenoid Assembly	1 yr	\$40.50	\$36.45	
46PD0000408	Ticket Paper [MacKay std] 1 box, 5 rolls/box	N/A	\$207.35	\$186.62	
	Top Enclosure Lock Assembly	1 yr	\$135.24	\$121.72	
50PD0000050	Top Enclosure Key	1 yr	\$6.00	\$5.40	
50PD0000005	Top Enclosure Lock	1 yr	\$71.67	\$64.50	
50PD0000320					
	Upper Cabinet Coin Chute	1 yr	\$38.37	\$34.53	
46PD0000160	Vault Door Assembly	1 yr	\$513.57	\$462.21	
46PD0000599					
	Vault Door Lock Assembly	1 yr	\$127.47	\$114.72	
50PD0000100	Vault Door Lock	1 yr	\$71.67	\$64.50	
50PD0000320	Vault Door Lock Key	1 yr	\$6.00	\$5.40	
50PD0000605					

Miscellaneous Items					
	Cash Box Switch Assembly (Pedestal)				
46PD0000835	Cash Box Switch Bracket		\$8.13	\$6.91	
35PD0000705	Limit switch, Cherry		\$12.39	\$10.54	
	H-035 Revision 4.63 (Cash Box switch cable)		\$4.77	\$4.06	
30PD0000256					
	Charger Assembly (not installed on machine)	1 yr	\$159.12	\$135.25	
30PD0000274	Magnetic Reed switch (vault door switch)	1 yr	\$20.68	\$17.58	



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: June 4, 2014

FILE:14-215

TO: Lorie Mertens-Black, Director, Parking & Intergovernmental Affairs

VIA: Joel Wasserman, Director, Procurement Services

FROM: Janice English, Procurement Contracts Officer
Procurement Services

SUBJECT: Blanket Contract Renewal for Master Parking Meter Parts and Repair – B002258 – Mackay Meters, Inc. (1st Renewal)

ISSUE:

The current period of the above contract expires October 19, 2014. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

If you wish to renew this contract, please complete and return this form to my attention along with the attached Contract Renewal Evaluation Form.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply by returning this memo appropriately filled out, signed and dated. Also if you wish to renew this contract please provide a new updated quote.

Please reply by August 11, 2014.

Date: 9-17-14

To: Janice English, Procurement Services

The Parking & Intergovernmental Affairs Department recommends the following:

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 46,1150.00224, 545,005214.

☐ DO NOT renew this contract. See attached memo explaining the reason(s).

☐ DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated annual usage/expenditure is \$100,000.00

By: Lorie Mertens-Black

Title: Director



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: 9/17/14	
Department/Office: Office of Parking & Intergovernmental Affairs	Division/Area: Parking
Contact Person: Anthony Derosa	Title: Parking Operations Supervisor
Contact phone number: 954-921-3337	Contact Email: aderosa@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: B002258	
Contract Expiration Date: 10/19/14	
Vendor: MacKay Meters, Inc.	Contact Person: Jim Taylor
Contact phone number: 902-752-5124	Contact Email: jtaylor@mackaymeters.com
Good/Service: Master meters Parts & repair	Solicitation #:

1. How would you rate the quality of goods/services?

☐ Excellent ☒ Good ☐ Satisfactory ☐ Poor

2. How would you rate the courteousness vendor's personnel?

☒ Excellent ☐ Good ☐ Satisfactory ☐ Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

☒ Yes ☐ No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

☒ Yes ☐ No ☐ Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

6. Has the invoicing been timely, accurate and in accordance with the contract?

☒ Yes ☐ No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

☒ Yes ☐ No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Department/Office Director's Name:

Lorie Merckens-Black

Department/Office Director's Signature:

LMBBlack