

Ruiz, Ernie

From: Burkeen, Timothy
Sent: Wednesday, 19 November 2014 12:57 PM
To: Ruiz, Ernie *ER*
Cc: Manginell, Bob
Subject: RE: CP Manufacturing, Inc. - Request to Modify Sole Source Document

The modification is approved.

Tim Burkeen

Purchasing and Materials Manager
City of Glendale
5850 W Glendale Ave, Suite 302
Glendale, AZ 85301
Ph. 623-930-2867

“CAN DO!”

From: Ruiz, Ernie
Sent: Wednesday, November 19, 2014 11:15 AM
To: Burkeen, Timothy
Cc: Manginell, Bob
Subject: CP Manufacturing, Inc. - Request to Modify Sole Source Document

Hi Tim,

This e-mail is to request your approval to modify the attached sole source document to reflect a new spending limit not to exceed \$120,000 with CP Manufacturing, Inc.

Please approve by crossing out the \$45,000 limit and writing in \$120,000 and initial.

Thanks,

Ernie Ruiz Jr.
Landfill-MRF Superintendent
Office: 623-930-4722
Cell: 623-640-1046
E-mail: eruiz@glendaleaz.com



Materials Management Sole Source Request

Revised 4/9/12

Submit the completed form to your director. Once your director has reviewed and signed this form, he/she will forward it to the Materials Manager as approval to proceed.

SOLE SOURCE REQUESTOR INFORMATION:

Requestor: Jacob Romero	Date: 6/25/14	Department: MRF-17750
Phone Number: 623 930-4727	Email Address: jromero@glendaleaz.com	

PROPOSED VENDOR INFORMATION:

Proposed Vendor: CP Manufacturing	Proposed Vendor Contact: Dirk Kantak
Proposed Vendor Address: 1300 Wilson Ave	
City, State and Zip Code: National City, CA 91950	
Vendor Phone: 619 477-3175	Vendor Fax: 619-477-2215

SOLE SOURCE PURCHASE INFORMATION:

Total Cost of this Order: Up to \$25,000 Open Purchase	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Order FY 2014-2015 \$120,000 02 8935	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, explain funding source:	
Fund #: 2440 / Department #: 17750 / Account #: 523400	
Description of the product or service requested: Replacement parts & technical support for Recycling Facility Sorting Line Equipment. Parts and technical support will be ordered on an on needed basis.	

Check the reason(s) below to identify why you have determined the purchase is a sole source and attach supporting documentation.

	REASON	GUIDELINES FOR JUSTIFICATION
<input type="checkbox"/>	Compatibility	Indicate system, make, model and function
<input type="checkbox"/>	Unique repair/replacement item	Identify item to be used with previous PO number item purchased, and warranty period
<input checked="" type="checkbox"/>	Supplementary or necessary part required from same manufacturer	Identify in-house equipment and use with existing system
<input type="checkbox"/>	Unique Item	Identify project/program, equipment or unique design (make/model), and include reason required. What other makes/sources were considered.
<input type="checkbox"/>	Unique Service	In what area is facility, equipment, or expertise unique? Include reason required.
<input type="checkbox"/>	Proprietary Specifications (Copyright, patented, etc.)	Identify the manufacturer and model of equipment and how it is exclusive of other manufacturer/model of similar products.
<input type="checkbox"/>	Other reasons, if not above	Explain in detail

Approved
 (VR) 7-23-14
 Recommended
 TCS



Materials Management Sole Source Request

Revised 4/9/12

JUSTIFICATION:

Use the guidelines for the justification of the selected reason(s), and provide a full, explanation of your reason that the product/service is a sole source: CP Manufacturing is the only distributors for repair and/or replacement parts for the currently installed material sorting line processing equipment and computer control operating system.

MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:

Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors: There are in excess of 60 interdependent individual components that make up the proprietary design of the currently installed material sorting line at the recycling facility. CP Manufacturing provides technical support for equipment malfunctions and replacement parts ordering of their material sorting line equipment. The vendor was contacted and asked to provide a letter stating that they are the only parts provider for their equipment. Sole Source letter from CP Manufacturing is attached

REQUESTOR CERTIFICATION:

I hereby certify that in accordance with City Manager Directive No. 30 which states:
<http://gmn.glendaleaz.com/CityManager/documents/031901-CMD30SoleSourcePurchases.pdf>, I have conducted a good faith review of available sources and have determined that there is only one practicable source for the required items in accordance with the Justification Outline.

Requestor Jacob Romero

Division 17750

Date 6/25/14

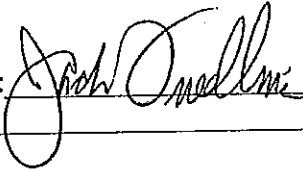
DEPARTMENT DIRECTOR APPROVAL:

I hereby certify that in accordance with City Manager Directive No. 30 which states:
<http://gmn.glendaleaz.com/CityManager/documents/031901-CMD30SoleSourcePurchases.pdf>, I have conducted a good faith review of attached documentation and have determined that there is only one practicable source for the required item(s) in accordance with the Justification Outline.

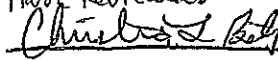
Director

Division Public Works

Date

Signature: 

Have Reviewed:

 15205, 07/17/14

SUBMITTAL INSTRUCTIONS: Please complete this document and email the request to the Materials Manager, requesting approval. Attach additional documents, if needed, to support your request.

The subject line of the email is to read:
"Request for approval of a sole source purchase"

The text of the email is to read:
"Your authorization to proceed with a sole source purchase is requested. The completed form is attached for your review."



***Materials Management
Sole Source Request***

Revised 4/9/12

PREPARER NOTE: When submitting the purchase requisition, please attach the following:

- this completed form and
- the email from the Materials Manager approving the purchase and
- the form required if it's a vehicle or technology purchase



THE CP GROUP OF COMPANIES
6795 CALLE DE LINEA
SAN DIEGO, CA 92154
619.477.3175 | 1.800.462.5311

theCPgrp.com

June 16th, 2014

City of Glendale
Attn: Materials Management
6829 North 58th Drive, Suite 202
Glendale, AZ 85301-2599

Re: Sole Source Provider
CP Processing Equipment

To Whom It May Concern:

This letter is to confirm that CP Manufacturing, Inc. is the sole provider for spare parts and service on the City of Glendale's single-stream processing equipment, located at the Material Recovery Facility (MRF) 11480 W. Glendale Ave. Glendale, AZ 85307. CP Manufacturing, Inc. does not have representatives/distributors for their parts and service.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Dirk Kantak', written over a large, stylized circular mark.

Dirk Kantak
Director of Sales
CP Manufacturing, Inc.

