



## Exemption to Competitive Purchase

An Exemption to Competitive Purchase shall be approved before routing the purchase requisition for purchases expected to total less than \$35,000 in one fiscal year. This form shall be used to justify Emergency, Single-Source, Sole-Source and Standardization purchases.

### SECTION A: General

Date: 5/27/20	Account:	Amount Requested:	
Dept/Div: 4025 Utilities/WFO	Requester: Melinda Keesee	Quote Attached:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vendor (Name, Phone, Email)	Sunstate Meter & Supply, Inc. / (352) 332-7106 / 14001 W. Newberry Road,	Emergency Purchase:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is Vendor Original Equipment Manufacturer (OEM)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Single Source Purchase (If YES, attach no quote from vendor or email attempt to justify use of single source selection.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can multiple vendors provide the same or salient product / service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sole Source Purchase (If YES, attach vendor memo, letterhead, stating sole source of product / service with OEM dealer, distributor, reseller authorization)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this purchase or project to be capitalized?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Standardization Purchase (If YES, provide detailed description, attach supporting documentation if applicable)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### SECTION B: Justification

Use section to provide a detailed explanation of services or products and why an exemption to competitive purchase is justified. Include the purpose of the services or products and how it directly impacts department operations.

Product or Service Description (Include Model / Part No., if applicable)	Neptune meters, related parts, and Neptune meter reading products (R900). This document will serve as a blanket single source approval for all meters and related parts purchased through Sunstate Meter & Supply
Describe purpose of product or service.	Neptune direct read and radio read water/reclaim meters and related equipment.
What features of product or service makes this unique and exceptional to other comparable products or services?	Since 1991 the City of Cocoa has installed Neptune meters and related equipment. The Neptune meter reading products (R900) are proprietary in nature, and Sunstate Meter & Supply, Inc. is the only authorized Neptune distributor in the State of Florida.
If applicable, describe why this product or service is compatible to existing equipment, instrumentation or services. If not enter N/A.	98% of our water/reclaim meters are Neptune products, and it would not be in the City's best interest (financially or operationally) to switch to a different meter manufacturer/distributor at this time.
If applicable, is this purchase in effort to support standardization of equipment or services? Provide description of how it will benefit department or operations. If not enter N/A.	N/A

### SECTION C: Justification of Due Diligence

Use this section to document effort to identify other sources of product or services. This section does not apply for Emergency Products or Services.

Brief description of efforts made to resource other providers of product or services.	No efforts made due to the proprietary nature of the Neptune products utilized.
Describe consequence to operations if exemption is not declared.	An additional meter reading system would have to be purchased which would increase the amount of equipment that would have to be maintained. Additional software connections would have to be established leading to a potential conflict between the two reading systems.
How will department or program function if product or service is discontinued?	If the product and service was discontinued, another meter manufacturer would have to be identified through a comprehensive RFQ process.
Describe how pricing was determined to be most responsive, responsible and best value to department.	The Neptune products from Sunstate Meter & Supply, Inc. are reasonable based on other comparable pricing structures in the State of Florida.

Florida Statute 838.22(2), BRIBERY, MISUSE OF PUBLIC OFFICE, which applies to public servants working for municipal government agencies, reads as follows: "It is unlawful for a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another by circumventing a competitive solicitation process required by law or rule through the use of a

Requesting Department Director Approval	John "Jack" Walsh	Digitally signed by John "Jack" Walsh Date: 2020.06.05 17:42:18 -0400	6/5/20
Purchasing Manager Approval	Heath Hancher	Digitally signed by Heath Hancher Date: 2020.06.16 16:32:49 -0400	6/9/20
Finance Director Approval	Rebecca Bowman	Digitally signed by Rebecca Bowman Date: 2020.06.17 10:04:26 -0400	6/17/20
Finance Staff Comments			