

### REQUEST FOR SOLE SOURCE

Name of Agency Purchasing Representative: Valley Regional Transit, Joe Guenther, Capital Projects Manager

Subject: Sole Source Request for the Purchase of: Brasco Shelters and Equipment

REQUESTED SUPPLIER: Brasco International  
COST ESTIMATE (multiple projects): \$75,000 and \$125,000

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances that are totally justified to satisfy compatibility, technical performance needs, or other unique circumstances.

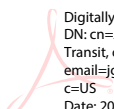
**STATEMENT OF NEED:**

My Agency's recommendation for sole source is based upon an objective review of the product service required and appears to be in the best interest of the Agency. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justification as prepared by our department or to the attached review of available products/services and to my completed Purchase Requisition.

Signature of Requestor

**Joseph  
Guenther**

 Digitally signed by Joseph Guenther  
DN: cn=Joseph Guenther, o=Valley Regional Transit, ou=Capital Projects Manager, email=jguenther@valleyregionaltransit.org, c=US  
Date: 2021.06.29 08:52:33 -06'00'

Date

Department Purchasing Representative

**XX** Approved

Rejected

*Kevin Womack*

Kevin Womack (Jun 29, 2021 10:02 MDT)

Signature of Department Purchasing Representative

Date

## SOLE SOURCE JUSTIFICATION

Requisition Item: Brasco Shelters, Trash Cans, Benches, and lighting equipment

Requisition Number(s): 23000105 and 23000106

Prior Purchase Order Number (if item had been approved previously): 30012015, 30020172

1. Please describe the item and its function:

VRT has a large number of prior (competitively procured) bus shelters provided by Brasco International. These shelters provide a highly recognizable and consistent visual brand and appearance for our transit amenities and transit network. In the interest of maintaining a highly visible and recognizable transit network, the VRT Board has voted to approve the Bus Stop Location and Transit Amenities Guidelines stating that VRT will do all in its power to keep a consistent and constant transit appearance throughout the network. As such, VRT staff need to order, from time to time, replacement parts, pieces and equipment to repair and maintain the Brasco shelters and to add additional shelters to the network. The replacement parts can only be obtained from Brasco. The consistent look can only be obtained by using Brasco.

2. This is a sole source\* because:

- sole source provider of a licensed or patented good or service
- sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- sole provider of goods and services for which the Department has established a standard\*\*
- sole provider of factory-authorized warranty service
- sole provider of goods and services that will meet the specialized needs of the Department or perform the intended function (please detail below or in an attachment)
- the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the Department (please attach information on market price survey, availability, etc.)
- sole manufacturer and distributor (attach Manufacturer's letter to this effect)
- this is a renewal of a sole source that has already been advertised (attach referenced PO and vendor quotes as applicable)

3. What necessary features does this vendor provide which are not available from other vendors?

Please be specific.

- Synchronized look and appearance of the materials used in highly visible areas of the transit network.

4. What steps were taken to verify that these features are not available elsewhere?

- other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable).

Belson, 627 Amersale Drive Naperville Ill. 60563, 8003235664

The City of Boise has purchased shelters from Belson for the Boise Airport. Belson's product is comparable to Brasco, however, Belson's product is not customizable. Belson only offers a standard shelter with a solid roof. VRT requires shelters to have a clear roof. Belson does not offer clear roof options, Brasco does.

Other brands and manufacturers are available, but do not meet the look and visual similarities the authority needs.

\*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

\*\*Procurements of items for which the Department has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item.

Please answer each of the following in detail. You may use a separate sheet if necessary, referencing each question by number:

1. What is it about this purchase that makes it unique? (Patents/copyrights, need compatibility with existing-why? Space constraints, must match equipment with another agency or department, consequences if this were put out for bid, etc.)

**Answer #1**

The parts in question are custom fabricated by the manufacturer. No other provider can re-create the exact design and setup without risking infringement of the existing manufacturer's rights.

2. What steps have you undertaken to determine that this is the only product or service that will meet your particular needs? (Professional opinions/correspondence, trade publications, trade shows, visits to, or correspondence with, other institutions that have installed the same product, site visitations, etc.)

**Answer#2**

Market research. VRT has paid Brasco for engineering to ensure product meets city building codes. Brasco makes a customizable product which is flexible for VRT's unique needs.

3. Will this purchase tie us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we then need more "like" items in the future to match this one?)

**Answer#3**

Possibly. As long as Brasco continues to provide the same type/style/size/appearance with the units we have ordered in the past, it is likely that the authority will seek to maintain the same appearance of the network equipment. Should Brasco choose to discontinue or no longer provide the unit in question, it is likely that another vendor would be sought.

4. Will this purchase tie us to a particular vendor for software and or software maintenance? (Do you need it to be renewable and for how long?)

**Answer#4**

No. This equipment is electrical and mechanical but does not tie us to a specific software other than what is already installed in the shelters in question.

5. Please affirmatively state, "No other vendor can provide the same or a similar product/service," and enclose any other information which will help make the determination that this is a sole/single source procurement.

**Answer#5**

**Yes.**

I am aware that Idaho statutes require procurements to be competitively bid whenever practicable. The preceding statements Complete and accurate, based on my professional judgment and investigations. I also certify no advantage will accrue to me or any member of my immediate family as a result of this procurement.

Joseph Guenther  
Joseph Guenther (Jun 29, 2021 10:04 MDT)

Signed  
Dated

# BUS STOP LOCATION AND TRANSIT AMENITIES DEVELOPMENT GUIDELINES

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Most Recent Revision:

06/03/19

Formally Adopted by Valley Regional Transit's Executive Board on:

09/23/19

## Section 7.05 Typical Shelter Bus Stop Elements and Recommendations



Figure 11 Example Bus Shelter Elements, Vista & Targee, Boise ID










# Request for Sole Source\_Brasco June292021

Final Audit Report

2021-06-29

Created:	2021-06-29
By:	Jason Jedry (jjedry@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa9L-BRdZ2EH9ZIFcp6g4HeoLKCadeDhz

## "Request for Sole Source\_Brasco June292021" History

-  Document digitally presigned by Joseph Guenther (jguenther@valleyregionaltransit.org)  
2021-06-29 - 2:52:33 PM GMT- IP address: 208.98.167.66
-  Document created by Jason Jedry (jjedry@valleyregionaltransit.org)  
2021-06-29 - 3:36:48 PM GMT- IP address: 208.98.167.66
-  Document emailed to Kevin Womack (kwomack@valleyregionaltransit.org) for signature  
2021-06-29 - 3:38:19 PM GMT
-  Email viewed by Kevin Womack (kwomack@valleyregionaltransit.org)  
2021-06-29 - 3:48:44 PM GMT- IP address: 160.2.122.8
-  Document e-signed by Kevin Womack (kwomack@valleyregionaltransit.org)  
Signature Date: 2021-06-29 - 4:02:14 PM GMT - Time Source: server- IP address: 160.2.122.8
-  Document emailed to Joseph Guenther (jguenther@valleyregionaltransit.org) for signature  
2021-06-29 - 4:02:20 PM GMT
-  Email viewed by Joseph Guenther (jguenther@valleyregionaltransit.org)  
2021-06-29 - 4:03:43 PM GMT- IP address: 174.27.76.123
-  Document e-signed by Joseph Guenther (jguenther@valleyregionaltransit.org)  
Signature Date: 2021-06-29 - 4:04:45 PM GMT - Time Source: server- IP address: 174.27.76.123
-  Agreement completed.  
2021-06-29 - 4:04:45 PM GMT