

PROCUREMENT DIVISION

Non-Competitive Acquisition Allocation Request Form

Section A

Date 4/23/2025

To Tyrone White; 954-434-4300 #268; twhite@coopercity.gov
(*Procurement Division Contact; Phone and Email*)

From Akin Ozaydin; 954-434-4300 #111; aozaydin@coopercity.gov
(*Procurement Liaisons of client departments*)

Subject Bid Waiver for Bucket Truck
(*Contract Number; Title; Term, From - To*)

Due Date _____

It is the policy of Cooper City to consistently purchase goods and services using full and open competition. The citizens of Cooper City are best served through sound business decisions based on competitive solicitations. Early acquisition planning that includes consultation with Procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a client department determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for such course of action must be submitted to the Procurement Division for approval and execution to waive the competitive bid/proposal process. The provision of this form to a client department by Procurement Division does not constitute a recommendation, nor does it imply that such request will be substantiated by the Procurement Division's independent evaluation or authorized to proceed as a non-competitive acquisition.

Instructions: Complete and return document, with the appropriate attachments, by the due date to: Tyrone White

Section B - To Be Completed by Client Department

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Utilities		
Project Manager Name:	John Quintero	Project Manager Phone Number:	954 434 4300 #306
Requisition No.:	2025- 8917	*Requested Allocation:	\$102,300.00
Proposed Supplier/ Vendor:	Altec NUECO	Requested Contract Term:	One-Time
Funding Source:	General Fund / 001- 317-564400-564 Equip. & Machinery - Vehicles		
Will Federal funds be used to support the requested allocation: Yes ___ No <input checked="" type="checkbox"/>	Will grant funds be used to support the requested allocation: Yes ___ No <input checked="" type="checkbox"/>		
Previous Contract No.: (if applicable)	_____	Previous Contract Value: (if applicable)	_____

*Allocations may be proportionally adjusted should there be a change to contract term.

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Purpose of the Purchase

Please describe the minimum requirements and the benefits of the non-competitive acquisition.

The City is seeking to purchase a used bucket truck for the Utilities Department to support tree trimming, light fixture replacement, and related maintenance activities. Because this type of vehicle is not used on a daily basis, the City has determined that purchasing a used bucket truck, at an estimated cost of a little over \$100,000, would be a more cost-effective and practical approach than purchasing a new one, which could cost approximately \$200,000. Renting a bucket truck is not financially feasible, as a one-month(min28 day rental) rental is approximately \$3,500, and have long waiting lists. The City's existing bucket truck remained in service for 35 years due to its limited use, and the proposed replacement, having approximately 7 years of prior use, is expected to last more than 20 years under similar conditions. This strategy will allow the City to meet operational needs while maximizing the value of taxpayer dollars, especially given the intermittent use of the equipment.

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Best Interest of the County/Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the City's best interest (e.g., product standardization, compatibility, proprietary access, or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not acceptable justification for a non-competitive acquisition.

Waiver of procurement procedures. The City Commission may authorize the waiver of procurement procedures upon the recommendation of the City Manager that it is in the City's best interest to do so to obtain goods and services which cannot be acquired through the normal purchasing process due to insufficient time, the nature of the goods or services, or other factors. Purchases authorized by the waiver process shall be acquired with such competition as is practicable under the circumstances and only after a good faith review of all available sources and negotiation as to price, delivery and terms. There shall be no waiver of procurement procedures for procurements that are subject to the provisions of F.S. §§ 287.055 or 255.20, as amended.

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Market Research

Please describe the market research findings. This should include a description of other, similar sources or products available in the market, if any, and why these are not acceptable.

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Proposed Actions

Please describe the actions the department will take to mitigate the present barriers to competition prior to any future acquisitions of this product or service.

Department Director Name/Initial

Dincer Akin Ozaydin

Date Approved

4/24/2025

Purchasing Name/Initial

Date Approved

4/24/2025