

**Lee County Board Of County Commissioners  
Agenda Item Summary**

**Blue Sheet No. 20031014**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve Waiver W-030751 to waive the formal quotation procedure and allow Lee Tran to rapidly and efficiently procure Gillig Bus Parts as needed for three years from the date of approval. Gillig Corporation does not have distributors and is a sole source for OEM parts.

**WHY ACTION IS NECESSARY:** The Board must approve purchases over \$50,000.

**WHAT ACTION ACCOMPLISHES:** Allows Lee Tran to promptly maintain the Gillig buses in its fleet.

**2. DEPARTMENTAL CATEGORY:**  
COMMISSION DISTRICT #

**ALA**

**3. MEETING DATE:**

**09-16-2003**

**4. AGENDA:**

CONSENT  
 ADMINISTRATIVE  
 APPEALS

**5. REQUIREMENT/PURPOSE:**  
(Specify)

STATUTE  
 ORDINANCE  
 ADMIN. AC-4-1  
 CODE  
 OTHER

**6. REQUESTOR OF INFORMATION:**

A. COMMISSIONER \_\_\_\_\_  
B. DEPARTMENT \_\_\_\_\_  
C. DIVISION **Lee Tran**

BY: **Steven Myers, Director**

*Steven L Myers*

**7. BACKGROUND:** On July 25, 2003 the Lee County Purchasing Division received a request from Lee Tran to waive formal quoting procedures for the purchase of parts for repair of the 17 Gillig buses in its fleet.

Sole Source: In an effort to obtain competitive pricing, the Division of Purchasing contacted several other County purchasing departments and their County bus lines. Each one of them stated that 90% of their parts for Gillig buses comes from Gillig Corporation. The other 10% purchased are generic parts. Please see Attachment #3.

Funding is available: KI5440148600.504670.41

ATTACHMENTS:

- (1) Department Request for a Bid Waiver
- (2) Sole Source Letter from Gillig Corporation
- (3) Purchasing Divisions Research Results
- (4) Justification for Sole Source and/or Waiver Purchase

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>Steven L Myers</i> 8/27/03	<i>Janet Sheehan</i> 8/28/03			<i>John</i> 8/28/03	QA 8/29/03	OM 9/02/03	Risk 8/29/03	GC 8/29/03	HS 9/3/03

**10. COMMISSION ACTION:**

\_\_\_\_\_ APPROVED  
\_\_\_\_\_ DENIED  
\_\_\_\_\_ DEFERRED  
\_\_\_\_\_ OTHER

Rec. by CoAtty
Date: 8/28/03
Time: 11:40
Forwarded To: Co. Admin
8/28/03

RECEIVED BY COUNTY ADMIN: p11
8-28-03
4:30
HS
9/9/03

# MEMORANDUM

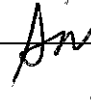
# ATTACHMENT I

from the  
TRANSIT DIVISION

DATE: July 25, 2003

TO: Bob Franceschini  
Purchasing Services

FROM: Steven L. Myers  
Transit Director



RE: **Bid Waiver for OEM Parts for Gillig Buses**

Request Board approval to waive the formal quotation process, and allow Lee County Transit to purchase Gillig bus parts from Gillig Corporation. A bid waiver has been requested because Gillig Corporation is a sole supplier for replacement parts for the Gillig line of transit buses. Attached is a letter from Gillig Corporation.

LeeTran currently has 17 Gillig buses in our fleet, and 10 are no longer covered under warranty. This Board action is needed because we estimated our annual expenditures will exceed \$50,000.

Funds have been budgeted in KI5440148600.504670.41 (Transit Operating Fund, Fixed Route, Vehicle Repair Parts). The purchase of vehicle maintenance parts are 100% funded by the Federal Transit Administration.

cc: Larry Ralston (w/attachments)  
Susan Riley (w/attachments)



PARTS DIVISION

MAIN OFFICE  
25864 CLAWITER ROAD  
HAYWARD, CA 94545  
TELEPHONE 800/735-1500  
FAX # 510/887-0981

July 24, 2003

**ATTACHMENT 2**

Larry Ralston  
Lee Tran  
6035 Idlewild Road  
Ft. Myers, FL 33907

Re: Sole Source Vendor

Dear Mr. Ralston:

The Gillig Corporation is a major U.S. manufacturer of purpose-built buses, and we respectfully wish to be classified by Lee Tran as a **sole source supplier of transit bus parts.**

Gillig's transit buses are specifically designed, tested and manufactured to suit the severe duty cycles of transit operation. Consequently all the parts used in these buses must meet specific and demanding standards of design, material, tolerance and processing, **in addition to other normal vehicle standards such as FMVSS and the FTA ADB regulations and standards.** Consequently the performance levels of these parts are significantly superior to non-OEM parts not designed to meet the same demanding requirements.

**We believe Gillig is uniquely qualified to supply the proper parts for Gillig buses used in transit service. The purchase and use of non-Gillig parts invalidates any assurance of transit bus performance. Consequently we request your consideration to recognize that Gillig is the only and proper sole source of uniquely designed Gillig Parts.**

Your consideration and approval of our request will be greatly appreciated. If you have any further questions, please do not hesitate to call me or our Vice President, Brian Macleod at (800) 735-1500.

Sincerely,

Eiji Kinoshita  
Manager, Parts Division

EK:df

cc: Sally Head  
Sue Matson

**REGIONAL PARTS SALES OFFICES:**

**Western:**  
25864 Clawiter Road  
Hayward, CA 94545  
Phone: 800/735-1500 • Fax: 510/887-0981

**Central/Northeast:**  
6943 Lexington Park Blvd.  
Mason, OH 45040  
Phone: 800/410-8614 • Fax: 513/336-9345

**Central/Southeast:**  
1020 Karcns Way  
Hendersonville, TN 37075  
Phone: 800/934-6818 • Fax: 615/826-9409

# ATTACHMENT 3

## LEE COUNTY PURCHASING DIVISION'S RESEARCH FOR GILLIG BUS PARTS

PINELLAS SUNCOAST TRANSIT AUTHORITY  
Ginger Letellier at 727-530-9921x4351

PSTA buys direct from Gillig stating that they are a sole source.

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LYNX - Kelly Martin at 407-841-2279  
Referred by Warren Geltch at Orange County

They individually quote each item. There are a few distributors, such as Mohawk or Muncie, if they can buy generic, but they carry less then 10% of the line. They just hold open PO's to all and order off open PO after informal part quote.

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HARTLINE - Jaquiline Berrien at 813-623-5835  
Referred by Lunn Fillmone at Hillsborough County

They also buy less then 10% from Mohawk, Muncie and also MCI for Gillig parts. Majority comes direct from Gillig Corporation.

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BROWARD COUNTY - Karen Walbridge at 954-357-5946

She stated that they buy off Gillig catalog on a quote. The Broward County quote showed that Gillig Corporation was a sole source. There was no competition on OEM parts.

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JACK LYONS TRUCK PARTS - Bob at 694-4700

He stated they buy direct and he is not aware of distributors

*Peter Ambruster*

# ATTACHMENT 4

APPROVED: 7/9/02

## JUSTIFICATION FOR SOLE SOURCE AND/OR WAIVER PURCHASE

REQUISITION NUMBER PO # 41689

DATE August 18, 2003

DEPARTMENT Lee Tran

BUSINESS UNIT KI

### SUGGESTED VENDOR

Gillig

### ITEM DESCRIPTION AND REASON FOR SOLE SOURCE AND/OR WAIVER: (MAY ALSO BE ATTACHED AS A MEMO)

See attached memo

### TECHNICAL CHARACTERISTICS:

### REASON FOR REQUESTING SOLE SOURCE:

ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

OEM Repair parts for Gillig Buses

ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

Revision Date:

TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS  
BECAUSE:

\_\_\_\_\_

NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM  
REQUIREMENTS:

MANUFACTURER'S NAME: Gillog Inc.

REASON: OEM Parts

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

OTHER \_\_\_\_\_

MUST PERFORM PRICE OR COST ANALYSIS OR ATTACH NEGOTIATED PRICE QUOTE  
FROM VENDOR; LETTER FROM MANUFACTURER STATING SOLE SOURCE.

A) PRICE ANALYSIS PERFORMED

BASED ON:

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revision Date:

B) COST ANALYSIS PERFORMED:

BASED ON:

N/A

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*Steven L. Myer*

SIGNATURE AND TITLE OF REQUESTER

I, PATTI ARMBRUSTER, AUTHORIZED BUYER,  
CONCLUDE THE FOLLOWING:

SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.

SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS RETURNED TO DEPARTMENT.

DUE TO TIME RESTRAINTS PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.

COMPETITIVE/NON-COMPETITIVE BID WAIVER APPROVED.

*per attached research*

Patti Armbuster  
BUYER

Janet Sheehan 8-25-03  
PURCHASING DIRECTOR

MEMORANDUM  
FROM  
THE DIVISION OF PURCHASING

2003 AUG 28 AM 11:37  
RECEIVED BY  
LEE CO. ATTORNEY

DATE: AUGUST 25, 2003

*Steve*  
TO: STEVEN MYERS  
TRANSIT DIRECTOR

*Janet Sheehan*  
FROM: JANET SHEEHAN, CPPB  
PURCHASING DIRECTOR

RE: BLUE SHEET # 20031014

PROJECT: Gillig Bus Parts

TYPE: Waiver

AWARDED TO: Gillig Corporation

When you have finished your review of this package, please forward it to Kristie Kroslack in the County Attorney's Office.

If there are any questions or concerns with this package, please contact Bob Franceschini at 689-7385.

AUG 27 2003