



JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)

SECTION A

Department: *Water and Sewer Finance*

Department Contact: *Lee Poolman*

Description of Supplies/Services: *Interface for new handheld meter readers and interface for credit card payments to Infinity Link*

Demonstration of Contractor's Unique Qualifications:

Indicate the category for the basis of award of a contract without competition,

1. *The Water and Sewer Finance Department is requesting approval of a Sole Source Contract to create the interface for new handheld meter readers and to introduce credit card payments to Infinity Link. On July 18, 2007 the Board of Commissioners approved a \$1,989,577.00 RFP52391YA for the CMMS/CIS Advanced Utility Systems software for Water & Sewer and Public Works. After approximately fifteen months of training with Advanced Utility Systems on CIS Infinity the Water and Sewer went live on January 21, 2009. In August 2009 a PO was approved to purchase new handheld meter readers to replace the old handheld meter readers. The handheld meter readers units are used to transmit meter readings to the water and sewer billing system which in turn produces water and sewer bills. Our current handheld meter readers are not repairable out of the thirteen units we have only eight working handheld meter readers left. Effective February 8, 2008 Radix the service provider for the old handheld meter readers informed us that they were no longer able to provide services to the handheld meter readers because the parts to repair the units were no longer being made. Therefore if anymore units go down, it may jeopardize the timeliness of our billings and delay our revenues being collected for Fulton County. The credit card payment option will give our customers a new and efficient method to pay their water and sewer bills. This will allow us another option to faster collect on revenues for Fulton County. Advanced Utility Systems has sole proprietary ownership for the software we are now running for utility billing. We are requesting a sole source letter from Advanced for these particular services. The cost related to the interface license and development fee for these services is outlined in the SOW attached.*

2. *The vendor will create, test and implement the software interface into the production system that we are currently using for our utility billing.*

3. *The Service Provider Advanced Utility Systems owns supports and modifies this software program. They are the only vendor who can modify the program without voiding the warrantee and maintenance program.*

4. *The software program we are currently using was bid as RFP and the vendor was chosen as best responsible bidder.*

5. (A) *If the handheld interface is not completed soon we will jeopardize the effectiveness of reading meters and collection of revenues for Fulton County. The current handhelds that we are using transmit meter readings to the water and sewer billing system which in turn produces water and sewer bills and is in jeopardy of failing within the last six months and are not repairable due to parts no longer being made for the current handhelds.*

(b) *If we are not successful in getting the credit card interface created we will not be able to offer credit/debit online payments which will allow us to collect more efficiently; receive payments quicker as well as offer another method of payment option to our customers.*

6. *We are awaiting justification letter from Advanced Utility Systems.*

(Section B must be completed by the Department of Purchasing & Contract Compliance)

SECTION B

MARKET SURVEY

Results of Market Survey

Include resources researched

Date Public Notice posted on website:

Date Public Notice closed:

REVIEW OF OFFER(S)

Were any offers received (Y/N):

Number of offers received:

Respondents:

Date Offers submitted to User Department for review:

User Department review and recommendation:

Purchasing Agent review and recommendation: *Include whether a competitive process is being recommended & estimated date of solicitation.*

CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished. Per the Fulton County Code of Ordinances §2-319, Conditions allowing for award of contract without competition.

I, Cecil S. Moore, Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Cecil S. Moore
Director

Date

I, Zachary Williams, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Zachary Williams
County Manager

Date