



MPA ROUTING MEMO

TO: William P. Doyle, Executive Director
THRU: John Thornton, Manager of Procurement
Wonza Spann-Nicholas, Director of Finance
Bob Munroe, Principal Counsel
Brian Miller, Deputy Executive Director



CC: Joe Nickoles, Deputy Director Crane, Facility, and Fleet Maintenance

FROM: Margie A. Koppelman, Procurement Officer *(mk)*

PHONE: 410-385-4833

DATE: JUNE 4, 2021

PLEASE ROUTE THIS DOCUMENT IN THE ORDER LISTED BELOW AS SOON AS POSSIBLE

Delays in approvals will delay finalization of this transaction. If the person indicated below is not available to sign this document, an authorized alternate (if any) should sign instead.

SUBJECT: R3012969, Cab & Chassis with Aerial Bucket Lift

DESCRIPTION: **For your signature - Approval of recommendation for contract award using Intergovernmental Cooperative Purchasing – Sourcewell Contract 012418-EEC.**

SPECIAL INSTRUCTIONS: Please approve the attached recommendation where indicated. The Office of Attorney General (Phil Whaling) has reviewed and approved the Procurement Officer's Determination for form and legal sufficiency on June 3, 2021.

- | Name/Department: | Signature/Date: |
|------------------------------------------------|-----------------|
| 1. John Thornton
Manager of Procurement |
6/4/2021 |
| 2. Wonza Spann-Nicholas
Director of Finance |
6/4/2021 |
| 3. Bob Munroe
Principal Counsel |
6/4/2021 |
| 3. Brian Miller
Deputy Executive Director |
6/4/2021 |
| 4. William P. Doyle
Executive Director |
6/8/2021 |

PLEASE RETURN TO: Margie A. Koppelman, Procurement

Procurement Envelope ID: 9E2C5041-8BDF-47D2-BF07-F0C1A3202004

**PROCUREMENT OFFICER'S DETERMINATION
INTERGOVERNMENTAL COOPERATIVE PURCHASING
CONTRACT NO. R3012969
ONE (1) CAB & CHASSIS WITH AERIAL BUCKET LIFT**

I. EXECUTIVE SUMMARY

This Determination has been executed pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing, to enter into a contract with Elliott Equipment Company ("Elliott") to purchase one (1) cab & chassis with aerial bucket lift under the intergovernmental cooperative purchasing agreement (ICPA), Sourcewell Contract No. 012418-EEC. The contract is for the one-time purchase of this vehicle in the amount of \$371,279.00.

II. BACKGROUND

This vehicle is a replacement for the existing high reach bucket truck, Unit 4815, for MDOT MPA Fleet Maintenance Department. The current vehicle is a 2002 Elliott 85' reach bucket truck and is becoming too costly to maintain. Parts are becoming difficult to obtain and the electronic operating system is out-dated.

The Elliott HiReach Model H110F is similar to Unit 4815, however it has a working height of 117' which will allow the Maintenance Department to reach lights and security equipment they have not been able to reach with the current bucket truck.

The Procurement Officer and MDOT MPA Fleet Maintenance Department has researched other ICPAs and the Department of General Services (DGS) Statewide Contracts and has determined no other existing contracts provide this particular type of vehicle.

The MDOT MPA Fleet Maintenance Department has recommended Elliott for award based on the utilization of a straight boom design whereas other manufacturers use an articulated boom, which has a lot more moving parts. The Fleet Maintenance operators and mechanics are accustomed to the Elliott style extended boom lift and not the articulate extendable boom of other manufacturers. Also, due to the safety sensitive nature of any personnel lift it is required and recommended that any repairs to the personnel lifting portion of the vehicle be handled by a certified repair facility. Elliott has a certified Service Center local to Dundalk Marine Terminal (DMT) as the other manufacturers do not.

The Fleet Maintenance Department has determined that the Elliott HiReach Model H110F meets all of their requirements. I concur with the recommendation of MDOT MPA Fleet Maintenance Department. The Office of the Attorney General approved this determination for form and legal sufficiency on June 3, 2021.

III. DETERMINATION

- A. Sourcewell's contract meets the requirements of an intergovernmental cooperative purchasing agreement under COMAR 21.05.09.01B(2)(a).

- Discussion Envelope ID: 9E2C5641-6BDF-47D2-BF07-F6C1A3202604
- B. It is in the best interest of the MDOT MPA to utilize the Sourcewell contract because doing so will provide cost benefits to the State; Sourcewell has already competitively solicited for the Contract No. 012418-EEC; under the Sourcewell contract the State is paying \$40,711.00 less than the manufacturer's suggested retail price for this vehicle, according to the price provided by Elliott. It will promote administrative efficiencies as Sourcewell has already deemed Elliott responsible and it is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.
 - C. The award amount is within the funding available.
 - D. Making an award under Sourcewell's Contract No. 012418-EEC will save MDOT MPA the considerable time it will take to prepare a solicitation for public advertisement, obtain necessary approvals prior to publication, publish the solicitation, receive and evaluate proposals, and then complete an award.
 - E. Based on the aforementioned information, I determine that this procurement satisfies the requirements of COMAR 21.05.09.04B, and that a Contract in the amount of \$371,279.00 should be awarded to Elliott to deliver One (1) Cab & Chassis with Aerial Bucket Lift.
 - F. Since this procurement constitutes a procurement of motor vehicles for which MDOT MPA has an unlimited delegation of procurement authority, COMAR 21.02.01.04F(8), from the Board of Public Works ("BPW"), approval of the award by the Maryland Port Commission and the BPW are not required.

V. APPROVAL REQUIRED

COMAR 21.05.09.05 provides: "Before awarding or participating in an intergovernmental cooperative purchasing agreement, the procurement officer shall obtain the approval of the primary procurement unit head, and any other approvals as required under this title."

I request your approval, as unit head, to procure as described in this determination, subject to completion of all other requirements of procurement law, fund certification, execution and approval of the contract (including approval by the Office of the Attorney General for form and legal sufficiency), etc.


Margie A. Koppelman
Procurement Officer

6-4-21
Date

APPROVED:


William P. Doyle, Executive Director

6/5/2021
Date