

NOTICE OF SOLE SOURCE OR EMERGENCY PROCUREMENT

Date: May 31, 2005

Vendor/Contractor: Southern Sanitary Company

Requisition and Contract Amount: Requisition CUST-5-0044163 - \$43,450
Requisition CUST-5-0044163 - \$26,100

Description of Services: Floor Finish Chemicals for Custodial Services

Sole Source Determination: As per the attached documents

Date of Award: May 31, 2005



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

MEMORANDUM

TO: The Record

FROM: John A. Manzella, CPPB *JAM*
Purchasing Services

SUBJECT: SOLE SOURCE PURCHASE - FLOOR FINISH

DATE: May 31, 2005

The Custodial Dept. has evaluated the available floor finishes and for compatibility, quality and cost reasons has decided to standardize with Millennium finish products made exclusively for the VBCPS and distributed by Southern Sanitary Company.

The attached letters documents the reasoning for this decision.

Items requested on Requisition #CUST-05-0044163 will be not be bid but will be purchased as a sole source.

JAM/kc

no approved: JKB 5/31/05

OFFICE OF CUSTODIAL SERVICES

MEMORANDUM

TO: Kevin Beardsley, Director
Office of Purchasing Services

FROM: Eric Hines, Director *eh*

DATE: May 27, 2005

SUBJECT: **Sole Sourcing for Millennium Floor Finish & Complementing Stripper**

The Office of Custodial Services is requesting sole source standing for the products noted above. The millennium and stripper have been tested in our schools prior to their wide spread usage and were found to be extremely effective. These products are now used in all of our schools and have resulted in superior cleanliness and shine. Many other finishes have been used in the past and are far inferior. Further, the prices for these products have remained the same for the four years we have used them due to effective negotiations between this department and Southern Sanitary. This has resulted in a very low cost per gallon price.

Please find attached a memo from the distributor of these products. If you have any questions please feel free to contact me at 490-8540.

/crt

Attachment

RECEIVED

MAY 27 2005

**VIRGINIA BEACH PUBLIC SCHOOLS
PURCHASING**

The Bullen Companies
Delmar Drive, Folcroft, Pa 19032

Thursday, May 26, 2005

Mr. John Manzella
Virginia Beach Public Schools
P.O. Box 6038
Virginia Beach, VA 23456

Dear Mr. Manzella:


I am writing to address some of your concerns over two products that we manufacture for Southern Sanitary.

A number of years ago we were asked to develop a special formulation Floor Finish for use in the Virginia Beach Public Schools. That product is only made for and supplied to Southern Sanitary. The product was developed to have certain characteristics under the guidance of Southern Sanitary. We do not make this product for any other company nor do we supply it to Virginia State contract.

We also manufacture a special stripper to Southern's specifications to be effective in the removal of the finish used by Virginia Beach Public Schools (Millennium). This stripper is made to be as effective as the previous product used by Virginia Beach Public Schools and also to be effective in the removal of the current finish being used. This product is made exclusively for Southern Sanitary and is only sold to Southern Sanitary.

I hope this answers your concerns and if you have any question please feel free to contact me for additional information.

Sincerely,


Scott Jarden

President

cc: Mr. Tripp

OFFICE OF CUSTODIAL SERVICES

MEMORANDUM

TO: John Manzella, Procurement Specialist
Office of Purchasing Services

FROM: Dr. Eric Hines *EWH*

DATE: May 25, 2005

SUBJECT: Millennium and Stripper

This letter is to request that the purchase requests CUST-5-0044163 and CUST-5-0043998 are processed as soon as possible. These products are much needed for summer project work, which will start in mid-June. If we do not receive these products it will make it difficult for our department to accomplish our cleaning schedule and prepare the buildings for September.

Once we have received these products we will look into either making Southern Sanitary a single source or into putting the products up for bid. It is our intent to protect the integrity of our purchasing process, as it is yours.

Attachment

/hmc

cc: John Kalocay, Assistant Superintendent
Administrative Support Services