



City of Bellevue  
Finance - Contracting Services  
450 110th Ave. NE

## Competitive Exception Form

### General Information:

**Method of Procurement:**

Purchase Order

**Name of Requestor:**

Thomas Purcell; Mike Bowers

**Department:**

Parks & Community Services

**Type of Exception Request:**

Sole Source

**Requested Vendor Name:**

Harbor Medical Inc

**Estimated Cost:**

\$86,394.00 +ta...

**Requested for the purpose of:**

Purchase of electrically actuated adult (ADA) changing tables and related hardware for installation at various sites throughout the park system.

### Statement of Need:

My department's recommendation for exception to the competitive process is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or service providers been a deciding influence on my request.

Refer to the Exception Justification below as prepared by our department for additional explanation.

### Exception Justification:

**1. Description of item/service and its function:**

Adult changing tables allow for the care givers of special needs individuals to properly care for and clean up those they are caring for when needed while out enjoying the park system without always having to return home. The device is electrically actuated for height allowing the person sit and lay down and then be raised to a comfortable height for the care giver to take care of the needs of the person and then lowered when done. Staff have been unable to source a domestic manufacturer and only a couple of US distributors of adult changing tables. Astor Bannerman (UK) manufactures the 'Invincible' line of changing table specifically designed for high use public spaces that are marketed in the US by Harbor Medical.

**2. Project Scope of Work:**

Purchase of 11 changing tables and some added sidebars and hardware for placement throughout the parks system.

**3. Reason, or reasons, a competitive process was not conducted:**

- Items of Special Design. When an item required is of special design, shape or manufacture to match or fit in with an existing installation and competitive bidding is impracticable.
- Surplus or Distress Sales. When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment
- Items for Quick Delivery. When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the City.
- Purchase of Insurance or Bonds. When purchasing insurance or bonds.
- Single or Sole Source. When the purchase or service is clearly and legitimately limited to a single or sole source of supply. The requestor negotiated favorable pricing, terms, and delivery time that are

fair and reasonable, and in the best interest of the City.

- Special Market Conditions. When in the finance director's reasonable discretion, special facilities or market conditions exist.
- Emergency or Threatened Emergency. When the city manager or his/her designee authorizes emergency procurement of materials, supplies, or equipment, or procurement of services without complying with the requirements of this chapter because there exists a threat to public health, welfare, or safety or where the city may suffer an appreciable loss because of the time required to follow regular purchasing procedures; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances.

**4. Necessary features/knowledge/qualifications this vendor provides which are not available from other vendors.**




Simplicity of the design, durability and availability of spare parts on something being mounted and used in a public space is a must. Domestic distribution of parts vs European distributors with long lead times on parts and having equipment out of service for months at a time.

**5. Steps taken to verify that these features/knowledge/qualifications were not available elsewhere.**

Two different types of adult changing tables were utilized at the Downtown Park restroom. The system carried by Harbor Medical (Invincible) has proven to be of a more simplistic, more durable, spare parts being more available and easier to service.

**6. Explanation of why this option is the only option, makes good business sense, and is in the best interests of the City.**

By virtue of the fact that the design of the unit marketed by Harbor Medical is less prone to breakage by the general public and the units will be less expensive to maintain. Domestic availability of spare parts will aid in less downtime when the units need repair. This unit is being adopted as the standard design for parks.

	<u>Signature</u>	<u>Date</u>
Requestor:	 _____	<u>17 Nov 2021</u>
Department Director:	 _____	<u>11/17/2021</u>
Finance:	 _____	<u>11.17.2021</u>