



NOTICE OF INTENT TO DECLARE SINGLE SOURCE PROVIDER No. 201512-320

ORIGINATING OFFICE: County Clerk, Taney County Missouri
PERSON(S) REQUESTING: Donna Neeley, Taney County Clerk
CONTACT PHONE : 417-546-7202
DATE RELEASED: Saturday December 5, 2015
DEADLINE / DISCUSSION DATE: Monday December 21, 2015 @ 9:30 AM
DISCUSSION LOCATION: Taney County Commission Hearing Room
132 David Street Forsyth, Missouri 65653

Any/all discussions concerning this process to declare Single Source Provider will be held in front of the Taney County Commission, on the above date & time. Interested parties as well as the public in general are welcome. A final determination to declare will be made shortly thereafter in lieu of, or lack thereof, alternatives being presented.

Vendor Name	Henry M. Adkins & Sons, Inc.
Vendor Address	219 S. Main / P.O. Box 104 Clinton, Mo. 64735
Vendor Phone	800-633-5503 FAX: 660-885-4019
Service Description	Election Supplies, Official Ballot Printing, Election Coding, Memory Card Preparation, and Equipment Testing.
Estimated Cost	\$14,000 - \$25,000

The following is a list of questions - answered as routine requirements toward establishment of this Vendor as a "Single Source Provider". This is a formal document for submission to the Taney County Commission.

1. Please check the reason(s) for this "Single Source Provider" request:
 - Only Known Source-Similar service not available from another vendor.
 - Service must be compatible with existing Equipment.
 - Immediate purchase necessary to correct situation threatening life/property.
 - Lease Purchase - Exercise purchase option on lease.
 - Medical device or supply specified by physician.
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies).
 - Other. (Explain.) *This Vendor is, and has been, the only viable source for all election supplies as listed above. They have previously been declared a "Sole Source" after thoroughly exploring all possible alternative suppliers, and continue to be the only Vendor who can supply the materials which are designed for our equipment – within state. We are issuing this instrument to update the establishment of this Vendor for all of our election needs for the next 36 months.*
2. Briefly describe the commodity/material you are requesting and its function. *Election Supplies, Official Ballot Printing, Election Coding, Memory Card Preparation, and Equipment Testing for Election Day.*
3. Describe the unique features/compatibility of the service that precludes competitive bidding. *Recent calls have verified that this Vendor is still the only supplier of the materials designed specifically for our expensive voting machines, that can be purchased locally within state, and thus offer local service and training.*
4. What research has been done to verify this vendor as the only known source? *Calls to Elkins Swyers & Dominion.*

5. Does this vendor have any distributors or dealers that sell their service to others? Yes, *Elkins Swyers in Springfield, Mo.*
6. Must this service be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain. Yes. *Equipment and maintenance plan is only available from Adkins.*
7. Once this declaration is approved, what additional upgrades, additions, or supplies is anticipated or projected over the useful life of this product? *Ongoing service, maintenance, supplies and training for county employees to handle future elections.*
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? *Sole Source to re-establish this Vendor for all of our election needs for the next 36 months.*
9. How has this service been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers. *Previous Bids have resulted in this Vendor being the only respondent.*
10. What are the consequences of not securing this specific service? *A failure to comply with state election laws.*
11. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed? *We expect to have this process in place for 36 months.*

NOTE: If any possible viable competition has been recognized resulting from responses received during this process that meets, or exceeds, ALL requirements as set forth within this document, this "Intent to Declare" will be set aside and a full Bid process will begin as soon as possible. Otherwise a motion will be made by the Taney County Commission to finalize this declaration by a signature below designating listed Vendor on page 1, as a "Single Source Provider" available to provide those said services / supplies listed within this SSP as well as within any necessary or required approved contract that may follow.

Commission Approval:

Signature	Title	Date
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- The Taney County Commission has the authority to accept or reject any part or parts of this process, to waive technicalities, and to follow the process most advantageous to the County.
- In compliance with RSMo. #50.783, the Taney County Commission will immediately upon discovering that other feasible sources exist, rescind this declaration and proceed to procure these services / supplies through the normal competitive Bid process.