



# City of Round Rock Purchasing Justification Form

**EXHIBIT  
"A"**

Date:	1/17/23	Department Name:	Fire Department
To:	Purchasing	Requestor Name:	Trish DeLaTorre
		Phone Number:	512-671-2891

Instructions: Complete this form for all purchases that will exceed \$3,000 and will be exempted from competition as prescribed in Texas Local Government Code Chapter 252.022. Attach additional information as needed to support the exemption request.

The City declares the competitive bidding procedures in Texas Local Government Code Chapter 252 to be exempt for this procurement. This Justification Form is executed and filed with the Purchasing Division as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this purchase.  
Please check the criteria listed below that applies to this purchase request:

Sole Source (check one)

- Items that are available from only one source because of patents, copyrights, secret process, or natural monopolies.
- Films, manuscripts, or books.
- Gas, water, and other utilities.
- Captive replacement parts or components for equipment
- Books, papers, and other library materials for a public library that are available only from the persons holding the exclusive rights to the materials

Goods Purchased for Subsequent Retail Sale

- A procurement of goods being purchased for subsequent resale by the City.

Public Calamity

- A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.

Public Health and Safety

- A procurement necessary to preserve or protect the public health or safety of the municipality's residents.

Unforeseen Damage

- A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

Personal, Professional or Planning Services

- o A procurement of personal, professional, or planning services

Other

- o Cite the applicable Texas Local Government Code Chapter 252 exemption in the justification box below.

2. **Justification:** Describe in detail below why an exemption according to Section 252.022 of the Local Government Code is being submitted for this purchase. (Attach additional pages if needed)

Casco Industries Inc is the sole authorized distributor of MSA SCBA and SCBA accessories for the Municipal Fire Service Market for the State of Texas. MSA, the manufacturer of this equipment, imposes strict requirements on its distributors to ensure that they have the necessary knowledge, training, and experience to properly educate and assist end-user customers before, during, and after the sale. These requirements help to ensure the highest possible customer experience in the fire service and first responder markets. Due to these requirements, there may be a small number of distributors authorized to serve a particular region. In this case, Casco Industries Inc is the only authorized distributor for the State of Texas.

3. Attach and submit the following documentation that supports this justification as applicable.

- Vendor's proposal/quote.
- If sole source a Manufacturer's letter declaring the purchase is sole source and why. The letter should be no older than 6 months old and signed by an authorized representative on company letterhead.

4. Because the above facts and supporting documentation the City of Round Rock exempts this procurement from LGC Chapter 252 and intends to contract with:

Vendor Name:	Casco Industries
Description:	Self-Contained Breathing Apparatus (SCBA) Equipment

5. Check the purchase type and fill in the dollar amount and purchase term as applicable

This is a one-time purchase request for \$ \_\_\_\_\_

This is a term contract request for 36 (# months) in the amount of \$ 800,000

Recommended by:	<u>T. de la Torre</u>	<u>01/17/2023</u>
	Requestor	Date
Approved by:	<u>Charles Dittman</u>	<u>01/18/2023</u>
	Department Manager, Asst Director, or Director	Date
Purchasing Office Review:	<u>Allen Reich</u> <small>Allen Reich (Jan 18, 2023 16:50 CST)</small>	<u>01/18/2023</u>
	Purchaser	Date
Purchasing Office Management Review:	<u>David Carter</u> <small>David Carter (Jan 19, 2023 07:24 CST)</small>	<u>01/19/2023</u>
	Purchasing Manager (over \$50,000)	Date



November 29, 2022

Round Rock Fire Department

**MSA Corporate Center**  
1000 Cranberry Woods Drive  
Cranberry Township, PA 16066  
800.MSA.2222  
[www.MSAnet.com](http://www.MSAnet.com)

To Whom It May Concern:

Thank you, Round Rock Fire Department for your interest in the MSA product line.

This letter confirms that Casco Industries Inc is the sole authorized distributor of MSA SCBA and SCBA accessories for the Municipal Fire Service Market for the State of Texas.

By way of background, in the fire service / first responder markets, MSA imposes specific requirements upon our distributors, which can result in a small number of distributors authorized to call upon a particular region. We impose these requirements because the equipment we manufacture and sell requires the involvement of partners with special knowledge, training and experience. Accordingly, MSA's distributors are obligated to acquire and maintain extensive knowledge, training, and experience necessary to properly educate, assist and service our end user customers before, during and after the sale. MSA's fire service / first responder distributor qualification requirements are likewise intended to ensure the highest possible end user customer experience.

If you desire additional information about MSA, its product lines, or channel partners, please do not hesitate to contact me. Thank you for your interest in our products.

Sincerely,

A handwritten signature in blue ink that reads "Scott McGuire". The signature is written in a cursive style.

Scott McGuire  
North American Sales Channels Specialist  
Phone: 724-742-8028  
Email: [scott.mcguire@MSAsafety.com](mailto:scott.mcguire@MSAsafety.com)