

SOLE SOURCE JUSTIFICATION OR EXCEPTION OF PURCHASING PROCEDURES

Not Required for Single Purchases Under \$5,000

This form is required with all requests for a sole source determination or exception of purchasing procedures for the procurement of any equipment, supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the City. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

Sec. 2.60.050 (B) (5) Sole source procurement.

Sole Source Procurement. A contract for the purchase of materials, supplies, or equipment may be awarded without complying with the bidding requirements of this chapter when the finance director determines in writing, subject to the approval of the city manager, after conducting a good faith review of available resources, that there is only one source of the required materials, supplies, or equipment. The finance director or his/her designee shall conduct negotiations, as appropriate, as to price, terms, and delivery time. A record of sole source procurement shall be maintained that lists each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each contract.

Date of Request:

Item(s) requested (include product name, manufacturer, model number):

Proposed Vendor:

Estimated Cost:

Describe Warranty (if applicable):

Describe Installation (if applicable):

1. Explain why the product/service requested is the only product/service that can satisfy your requirements and explain why alternatives are unacceptable. Be specific with regard to unique specifications, unique features, characteristics, capabilities and compatibility. Describe what steps have been undertaken to make this determination.

2. Explain why this service provider, supplier, or manufacturer is the only practicably available source from which to obtain this product or service and describe the efforts that were made to verify and confirm whether or not this is so. Obtain and include a letter from the manufacturer confirming claims made by distributors of exclusive distributorships for the product or service if that is cited as a reason for this justification.

3. Provide a description of the market survey conducted and the results, or a statement of the reasons a market survey was not conducted.

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4. Will this purchase obligate the City to a particular vendor for future purchases? Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will the City need more 'like' items in the future to match this one?:

5. Explain why the price for this purchase or service is considered to be fair and reasonable and what efforts were made to get the best possible price for the taxpayer's dollars:

6. Explain the consequences(s) to the City or Public, including a dollar amount estimate of the financial impact, if this justification is not approved:

I certify that the data supporting the recommended use of other than full and open competition is accurate and complete to the best of my knowledge and belief. I also certify that the anticipated price is fair and reasonable. This determination is based on current market surveys and previous competitive prices.

Submitted by

Date

Department

Department Director Name

Department Director Signature: _____

Purchasing Division Use Only: Approved

Disapproved

Administrative Services Director Approval _____

City Manager Approval (if required) _____