

MEMORANDUM

TO: Valerie Ojeda, Purchasing Administrator
FROM: Paul Marzocca
SUBJECT: EXPLANATION OF MISSING QUOTES

Initials:
PM

DATE: 9/9/2025

Vendor Name: Sigma Tactical Wellness

Quote/Bid #:

Amount: \$ 23,383.00

For purchases exceeding \$5,000 but less than \$30,000.01 the Administrative Policy and Procedure AP16-046 requires 3 written bids/quotes. When there are less than the required number, a written explanation for the missing quotes must be provided. One or more of the following reasons must apply to the purchase to provide an explanation for the missing quotes (check at least one of boxes next to one of the reasons below and provide a written explanation, Department Head must initial and send original to Valerie Ojeda and scan copy to purchase request.

- Service that is exempt from quote requirements.¹
- Computer Licensing and Maintenance-Renewals Only
- Cooperative Purchasing²
- Sole Source³
- Emergency Purchases⁴
- Use of Existing City Contracts⁵

Explanation:

Sigma Tactical Wellness is the only company to use their approach and deliver the results in an on-site manner, free from the encumbrance of insurers that would financially complicate the patient experience via deductibles, co-pays, and out of pocket expenses. Sigma has developed a comprehensive cardiac laboratory screening evaluation and a individualized nutritional/exercise program. Their unique approach uses Advanced Metabolic Testing to assess precise nutritional status of each person and prescribe changes to their diet based on each unique goal.

1-Exempt from quote requirements: Artists and entertainers, professional witnesses, attorneys and judges, advertising, former employees contracted on a temporary or consulting basis, attendance at standard commercially available training seminars, memberships in professional associations, subscriptions to trade/professional magazines or journals, travel-related expenses for employees or others while traveling on authorized City business, payments for regulated services, such as postage and utilities where there are no practical competitive alternatives, non-profit corporations partnered with the City as approved by the City Manager and/or City Council to provide certain services.

2-This is procurement process conducted by another governmental agency or group purchasing organization, please cite the contract/coop/agency and provide a copy of the contract.

3-Explain why no other brand/product/vendor will suit the specific need, what the costs of alternatives are or why there are no alternatives. Attach sole source letter from vendor to Memo.

4-The City Manager's authorization is required for emergency procurements. Attach the City Manager's email authorizing the emergency procurement or have them sign this memo. Provide explanation as to why this is an emergency procurement.

5-Cite the pre-existing contract and attach a copy of it.