

MEMORANDUM

TO: Valerie Ojeda, Purchasing Administrator

FROM:

SUBJECT: **EXPLANATION OF MISSING QUOTES**

DATE:

Vendor Name:

Quote/Bid #:

Amount:

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 complete and sign and send to Valerie Ojeda or attach 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:

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 purchase request.

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.