

**CITY OF FLAGSTAFF**

**SOLE SOURCE, PROPRIETARY AND EMERGENCY PROCUREMENT REQUEST**

(Divisions/Sections Requesting Sole Source, Proprietary or Emergency Procurement Must Complete This Form)

**TO:** Purchasing Section Buyer

**PREPARER:** John Portillo

**DEPARTMENT:** Economic Vitality

**REQUISITION NUMBER:** \_\_\_\_\_ **DATE SUBMITTED:** 10/2/19

Check one:

***Is this a sole source procurement?*** "Sole Source" is defined as a product or service available from only one known source. *Please answer the 4 questions below and attach all documentation and sign.*

       ***Is this a proprietary procurement?*** A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not necessarily sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might assist in expediting this procurement. *Please answer the 4 questions below and attach all documentation and sign.*

       ***Is this an emergency procurement?*** "Emergency" is a threat to public health, welfare, or safety. Emergency procurements shall be made with such competition as is practicable under the circumstances. *Please answer the 3 questions below and attach all documentation and sign.*

City Policy is to maximize competition in the procurement process. Exceptions to competition (sole source/propriety procurement/emergency) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source, Proprietary or Emergency Procurement. It will help expedite processing if you provide thorough and sufficient detail when answering each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

**Sole Source/Proprietary Justification**

1. Briefly, what is the scope of the project in which this product or service will be used.
  - *Provision of space for ParkFlag meeting all required conditions*
2. Who is the identified vendor and why is this the only product or service that can meet the City's requirements? Uniqueness? Compatibility? Integral component? Availability? Delivery Date? *If purchase qualifies as proprietary and there are multiple Distributors, why is this the only Distributor who can satisfy the City's purchasing request?*
  - *Please see attached*
3. Why is this vendor the only available source from which to obtain this product or service? *You must provide clear and convincing evidence.*
  - *Please see attached*
4. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?
  - *Negotiation and consideration of comparables. This price is less than we are currently*

*paying and less than items which are not acceptable.*

**Emergency Justification**

1. Briefly, what is the scope of the project or emergency related issue in which this product or service will be used.
2. What is the threat to the health, safety or welfare of the public and/or staff? Clearly describe the potential danger from a health, safety or welfare perspective if not corrected.
3. Who is the identified vendor and why were they chosen for this product or service? Example: Only vendor available or most available? Already onsite and mobilized? Have provided same work on this site in past?

*E. Kretz*      *10/8/19*  
Authorized Departmental Signature      Date  
*for David McIntire*

*AW Compa*      *10/8/19*  
Purchasing Section Buyer's Signature/Date  
*AW Compa*      *10/8/19*  
Director of Purchasing Signature      Date