

**CITY OF FLAGSTAFF  
Purchasing Section**

**Special Procurement Justification** (check applicable box below)

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

- Sole Source Procurement Justification**  
 **Proprietary Procurement Justification**  
 **Emergency Procurement Justification**

**TO:** Purchasing Section Buyer

**PREPARER:** Erin Young

**DIVISION/SECTION:** Water Services

**DATE SUBMITTED:**

***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.

Water Services will be drilling a new well at Ft. Tuthill and it will need a power source. There is currently inadequate power to the site. We can cost share the expense of adding electrical to the site with DW Tower. They are contracted with the County to install a new Verizon cell phone tower adjacent to the well site. DW Tower already has approval from the county to trench from Highway 89 to the site and a contractor approved by APS to trench and install the electrical material.

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?

DW Tower has already been approved as the vendor to install the Verizon cell phone tower. DW Tower has selected an APS-approved contractor, High Desert Communications, to do the work. There are no other options for the City to cost share this expense with anyone else. If the City elects to not cost share with DW Tower, the City will be faced with 100% of the cost to install electrical service to the well site at a later date.

3. Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.

The City only has one option for cost sharing this expense, which is to cost share with DW Tower. They are already selected to install the Verizon Tower and provide power to the site.

4. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?

Water Services checked the quote with Tata and Howard consultants and outside contractors who regularly do this type work and are familiar with the cost to install the high voltage electrical utility infrastructure and the cost estimate of \$148,000 was considered fair and reasonable for the scope of work. Water Services believes the shared cost of approximately \$75,000 will be a significant cost savings to the city.

**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? Example: Only vendor available or most available? Already onsite and mobilized? Have provided same work on this site in past?

This justification is valid through \_\_\_\_\_ (TO BE DETERMINED BY BUYER).  
(Maximum 3 years)

 5-8-2020  
Authorized Signature Date

\_\_\_\_\_  
Purchasing Section Buyer's Signature

RYAN ROBERTS ACTING DIRECTOR  
Printed Name Title  
Printed Name Title

\_\_\_\_\_  
Purchasing Director Signature Date