



THE SUNRISE CITY
FORT PIERCE
PURCHASING
DEPARTMENT

FORT PIERCE
Florida



To: City Manager

From: Gelencia Carter, Purchasing Manager

Date: January 7, 2026

Subject: **Confirmation of Procurement Method and Acceptance of Justification – Single Source Justification – Archiving Services, Smarsh, Inc.**

This memorandum serves to formally confirm Procurement’s review and acceptance of the justification provided for the procurement method used in the acquisition of the referenced commodity purchase.

Procurement has evaluated the documentation submitted by Administrative Services, IT Operations, including the justification outlining the selected procurement method. Based on this review, Procurement agrees that the chosen method is appropriate, reasonable, and consistent with applicable procurement policies, procedures, and regulatory requirements for this type of commodity purchase.

The justification adequately demonstrates the rationale for the procurement approach, including considerations of cost, availability, market conditions, and operational requirements. No exceptions or additional approvals are required at this time, provided the procurement proceeds in accordance with the terms and conditions outlined in the approved justification and governing procurement guidelines.

If there are any changes to the scope, value, or conditions of the purchase, a revised justification and additional review by Procurement may be required.

This confirmation is issued to support the procurement file and to document Procurement’s concurrence with the proposed method. It is on this basis that the Purchasing Manager recommend that competitive procurement be waived and that the above item be treated as a ‘Single Source’ commodity.

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