



Procurement Sole Source and Special Procurement Request

(ONCE FORM IS COMPLETED AND SIGNED BY DIRECTOR, PLEASE SEND TO YOUR PROCUREMENT LIASON)

REQUESTOR INFORMATION:

Requestor: Vicki Rios	Date: 5/18/2023	Department: City Manager's Office
Phone Number: x2116	Email Address: vrios@glendaleaz.com	
Return To: Amy Handlong		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Beacon Sports Capital Partners, LLC	Proposed Vendor Contact: Gerald G. Sheehan
Proposed Vendor Address: 1233 Highland Ave, Suite B 68 Leonard Street, Ste. 203	
City, State and Zip Code: Needham, MA 02492 Belmont, MA 02478	
Vendor Phone: 781-449-4996	Vendor Fax:
Procurement method requested:	<input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$75,000	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, explain funding source:
Org #: 10002310 / Object #: 521110 /	
Description of the product or service requested: Financial advisor services, liaison and intermediary for sports teams and venue managers.	

In accordance with Finance Administrative Policy No. 1, I have conducted a good faith review of available sources and determine that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

REQUESTOR CERTIFICATION:

Vicki Rios
Requestor Vicki Rios Division Admin Date 5/18/2023

DEPARTMENT DIRECTOR APPROVAL:

Kevin R. Phelps
Director Kevin Phelps Division Admin Date 5/18/23

MATERIALS MANAGER APPROVAL:

In accordance with Finance Administrative Policy No. 1, I have conducted a good faith review of this request and agree that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

Levi D. Gibson, CPA, M.Acc. *Levi D. Gibson* Date 5/30/2023
Materials Manager
Procurement requires reevaluation and resubmission of a Sole Source Request for this procurement:

Single Use Only: Annually:
End of first term of Contract: End of Contract, including any extensions:



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Check the reason(s) below to identify why you have determined the purchase is a **Sole Source or Special Procurement** and attach supporting documentation. Use only column. A purchase cannot be BOTH a sole source and a special procurement

SOLE SOURCE	SPECIAL PROCURMENT
<input type="checkbox"/> Compatibility. Indicate system, make, model and function <input type="checkbox"/> Unique repair/replacement item. Identify item to be used with previous PO number item purchased, and warranty period <input type="checkbox"/> Supplementary or necessary part required from same manufacturer. Identify in-house equipment and use with existing system <input type="checkbox"/> Unique Item <input type="checkbox"/> Unique Service <input type="checkbox"/> Proprietary Specifications (Copyright, patented, etc.) <input type="checkbox"/> Other reasons, if not above. Explain in detail	<input checked="" type="checkbox"/> Presents such limited competition that a competitive bid or proposal process cannot reasonably be used <input checked="" type="checkbox"/> Discourages the use of a competitive bid or proposal as it will result in a substantially higher cost to the city, or will otherwise impair the city's financial interests <input type="checkbox"/> Substantially impede the city's administrative functions or the delivery of services to the public <input checked="" type="checkbox"/> Does not qualify as a sole source or emergency <input checked="" type="checkbox"/> Has only one provider with the experience and capability to successfully perform the contract <input checked="" type="checkbox"/> Presents a significant time constraint as the need was not known in sufficient time to allow for competitive procurement and time is of the essence <input type="checkbox"/> Other reasons, if not above. Explain in detail

JUSTIFICATION:

Use the Guidelines for Justification of the selected reason(s) above, and provide a full explanation of your reason that the product/service is a sole source or special procurement: Vendor will provide expert financial advisement, assess facility requirements, and present key findings. This vendor has an in-depth knowledge of the professional sports industry, financing, and stadium operations. They have worked with the City on past projects and have extensive knowledge of Glendale, its operations, economy, and needs. Beacon is uniquely qualified to offer their expertise to the City related to Camelback Ranch. Time is of the essence to obtain required information for decision making. In addition, very few vendors offer this service and issuing an RFP or RFQ would take up resources and time but likely result in the same vendor selection.

MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:

Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors:

PREPARER NOTE: If this is a vehicle or technology purchase, concurrence of the Equipment Management Superintendent or the IT Director will be required.

Approval of a vendor as a sole source or a special procurement only determines the procurement method. Council approval and a signed contract may also be required.