



Procurement Sole Source and Special Procurement Request

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

REQUESTOR INFORMATION:

Requestor: Dawn Marquez	Date: 7-17-2023	Department: Economic Development
Phone Number: 623-930-2017	Email Address: DMarquez@glendaleaz.com	
Return To: Dawn Marquez		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Relentless Beats LLC	Proposed Vendor Contact: Mark Grado
Proposed Vendor Address: 3200 N. Central Ave. Suite 2450	
City, State and Zip Code: Phoenix, AZ 85012	
Vendor Phone: 480-525-6500 Ext. 232	Vendor Fax:

Procurement method requested:

- Sole Source
 Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$175,000	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Federal Money: Yes <input type="checkbox"/> No <input type="checkbox"/>
Org #: 10001912 / Object #: 521110 /	If yes, explain funding source:
Description of the product or service requested: Production company for LiVE! concert series to provide talent booking & management, crowd management services, equipment rental assistance and bar operations.	

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:


Requestor Dawn Marquez 	Division Special Events	Date 7/17/2023
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DEPARTMENT DIRECTOR APPROVAL:

Director Jessi Pederson 	Division Economic Development	Date 7/17/2023
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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 Materials Manager 	Date 07/21/2023
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Procurement requires reevaluation and resubmission of a Sole Source Request for this procurement:

Single Use Only: <input checked="" type="checkbox"/>	Annually: <input type="checkbox"/>
End of first term of Contract: <input type="checkbox"/>	End of Contract, including any extensions: <input type="checkbox"/>



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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 type="checkbox"/> Presents such limited competition that a competitive bid or proposal process cannot reasonably be used <input 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 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: The Special Events division was moved under the direction of Economic Development as of July 1. We were asked by leadership to reflect, evaluate, and adjust our event model moving forward, to better serve the purpose of providing quality events in Glendale that increases our economic growth. Part of this goal is to specifically provide quality entertainment in Downtown Glendale, during the DCRP, to ensure the public knows we remain open and active. Our LiVE! Concert Series will consist of 8 monthly events from September-April in Downtown Glendale. Each one consisting of multiple acts, vendors, and activities. Considering our condensed planning time available, utilizing an experienced production company to assist in these efforts is our best way to successfully accomplish this. Relentless Beats LLC is available to provide all services requested at the level of standards we are seeking, for a competitive price.

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: We are familiar with the local production industry and contacted the 3 companies that could have potentially provided what we are requesting. Relentless Beats LLC is the only one who is available and able to provide what we need, in the timeframe we need it for a competitive cost. The other two did not submit proposals or quotes based on not being available or able to meets all needs requested.



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

ADDITIONAL APPROVAL:		
IT Director	Fleet Director	Date

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.