



Procurement Sole Source and Special Procurement Request

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

REQUESTOR INFORMATION:

Requestor: Kristen Hasbell	Date: 3/22/2024	Department: 19
Phone Number: 623-930-2954	Email Address: khasbell@visitglendale.com	
Return To: Lori German, Deputy Director lgerman@glendaleaz.com		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Certified Folder Display Services, Inc	Proposed Vendor Contact: David Whitten
Proposed Vendor Address: (Corporate Office) 1120 Joshua Way	
City, State and Zip Code: Vista, CA 92081	
Vendor Phone: 800-799-7373 x 182	Vendor Fax: 760-727-1583
Procurement method requested:	<input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: 50,000.00	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, explain funding source:
Org #: 10005336 / Object #: 521110 /	
Description of the product or service requested: Certified Folder Display will distribute the Glendale Visitor Brochure in display racks throughtout Arizona with locations in Palm Springs area (Super Cities), including hotels and motels, military bases, car rental offices, visitor centers, airports, Chamber of Commerces, RV Parks, restaurants and campgrounds.	

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 Kristen Hasbell	Division Economic Dev / CVB	Date 4/22/2024
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DEPARTMENT DIRECTOR APPROVAL:

	Director Jessi Pederson	Division Economic Dev / CVB	Date 4/24/24
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IT DIRECTOR APPROVAL:

Director .	Division	Date
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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.



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Materials Manager <i>Levi D. Gibson</i>	Date 04-26-2024
Procurement requires reevaluation and resubmission of a Sole Source Request for this procurement:	
Single Use Only: <input type="checkbox"/>	Annually: <input type="checkbox"/>
End of first term of Contract: <input type="checkbox"/>	End of Contract, including any extensions: <input type="checkbox"/>

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 PROCUREMENT
<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 checked="" 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 type="checkbox"/> Has only one provider with the experience and capability to successfully perform the contract <input 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: Certified Folder Display Service Inc. is the only vendor available to provide services to the designated areas and regions in Arizona required by the service contract.

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: After reaching out to another distribution service company the Glendale Convention & Visitors Bureau has confirmed that Certified Folder Display Services, Inc. is the only company able to provide the distribution services for all site locations requested.

Certified Folder Display Services, LLC. is the only distribution company within the State of Arizona that owns and maintains their brochure stands and racks at over 1,020 visitor display sites within Arizona. In addition, they also provide distribution service in California. The CVB currently distributes the lure brochure throughout the State of Arizona, Palm Springs, CA and area (Super Cities). By marketing to neighboring states and cities the CVB is able to attract additional visitors with a focus on targeted drive markets within Arizona and California



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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.

