



Procurement Sole Source and Special Procurement Request

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

REQUESTOR INFORMATION:

Requestor: Marcela Morenno	Date: 9/12/2024	Department: City Clerk's Office
Phone Number: 623-930-2077	Email Address: mmorenol@glendaleaz.com	
Return To: mmorenol@glendaleaz.com		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Phoenix Newspapers, Inc.	Proposed Vendor Contact: Tara Hamm
Proposed Vendor Address: 200 East Van Buren St.	
City, State and Zip Code: Phoenix AZ 85004	
Vendor Phone: 866-431-8665	Vendor Fax: thamm@gannett.com

Procurement method requested:

- Sole Source
- Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$45,000	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Org #: 10001410 / Object #: 522110 /	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Description of the product or service requested: Statutory required legal publications in a locally printed newspaper. There are no other options which fall under the statutory requirements.	

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:

<i>Marcela Moreno</i> Requestor Marcela Moreno	Division City Clerk	Date 9/12/2024
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DEPARTMENT DIRECTOR APPROVAL:

<i>J. Bower</i> Director Julie K. Bower	Division City Clerk	Date 9/12/2024
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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

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"/>



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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 or Services <input type="checkbox"/> Proprietary Specifications (Copyright, patented, etc.) <input type="checkbox"/> Other reasons, if not above. Explain in justification	<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 checked="" 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 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

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:

A.R.S. section 9-812 Publication of notices and ordinances

A. Notices of election, invitations for bids, notices of letting contracts, laws and ordinances, and other notices of a public character issued by authority of the governing body of any city or town, shall be published in one of the following:

1. A newspaper that is printed and published WITHIN THE CITY OR TOWN.
2. A newspaper printed and published WITHIN THE COUNTY in which the city or town is located with a greater circulation to residents of the city or town.

The Arizona Republic, printed by Phoenix Newspapers, LLC. is the only publisher available under the statutory requirement.

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: Previous research done in 2021. Other municipalities also use the Arizona Republic for the same reasons.



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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.

