



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: 10/28/2024	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: Runbeck Election Services LLC	Proposed Vendor Contact: Brian Runbeck
Proposed Vendor Address: 2800 S. 36 th Street	
City, State and Zip Code: Phoenix AZ 85034	
Vendor Phone: 480-455-1036	Vendor Fax: brunbeck@runbeck.net

Procurement method requested:

- Sole Source
- Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$61,000	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Org #: 10001411 / Object #: 521110 /	If yes, explain funding source:
Description of the product or service requested: Statutory required publication of the 2024 November Election Publicity Pamphlet.	

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 Marcela Moreno	Division City Clerk	Date 10/28/2024
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DEPARTMENT DIRECTOR APPROVAL:

Director Julie K. Bower	Division City Clerk	Date 10/28/24
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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 *Levi D. Gibson*

Date 10-28-24

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

Please see attached justification from Julie K. Bower, City Clerk.

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: Please see attached justification from Julie K. Bower, City Clerk.

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



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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.