



Procurement Sole Source and Special Procurement Request

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

REQUESTOR INFORMATION:

Requestor: Amy Handlong	Date: 03/28/2025	Department: City Manager's Office
Phone Number: 623-930-2870	Email Address: ahandlong@glendaleaz.com	
Return To: Amy Handlong		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Hydro Flask	Proposed Vendor Contact: Helen of Troy - Hydro Flask
Proposed Vendor Address: 525 NW York Drive	
City, State and Zip Code: Bend, OR 97703	
Vendor Phone: 541-647-6426	Vendor Fax:

Procurement method requested:

- Sole Source
 Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$105,000	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Org #: 10002310 / Object #: 521110 /	If yes, explain funding source:
Description of the product or service requested: Custom Glendale branded 12L Carry Out Cooler	

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 Amy Handlong	Division City Manager's Office	Date 03/28/25
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DEPARTMENT DIRECTOR APPROVAL:

 Director Vicki Rios	Division City Manager's Office	Date 03/28/25
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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 03/28/25
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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 <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 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 purchase of these Glendale branded Hydro Flask coolers supports the annual employee gratitude month event and aligns with our citywide wellness initiatives. Purchasing directly from the manufacturer allows us to receive a deeply discounted unit price. Additionally, they are able to guarantee product availability and meet our shipping/delivery deadline.

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: Allbranded and Bagmasters

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.