



# Procurement Sole Source and Special Procurement Request

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

### REQUESTOR INFORMATION:

Requestor: Chris Taylor	Date: 4/8/2025	Department: Economic Development/Office of Arts and Culture
Phone Number: 623-930-3557	Email Address: ctaylor1@glendaleaz.com	
Return To: ctaylor1@glendaleaz.com		
tdutry@glendaleaz.com		

### PROPOSED VENDOR INFORMATION:

Proposed Vendor: Southern Arizona Arts and Cultural Alliance	Proposed Vendor Contact: Kate Marquez
Proposed Vendor Address: 4500 N Oracle Rd., Suite 110	
City, State and Zip Code: Tucson, AZ 85705	
Vendor Phone: 520-240-2766	Vendor Fax:

Procurement method requested:

- Sole Source
- Special Procurement

### PURCHASE INFORMATION:

Total Cost of this Order: \$150,000	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Org #: 21101911 / Object #: 540200 /	If yes, explain funding source:
Description of the product or service requested: This is a sponsorship for the Southern Arizona Arts and Cultural Alliance (SAACA) Downtown Glendale Arts and Culture Fest, a free, all-day festival in downtown Glendale that will provide interactive arts and works by local professional artists and emerging artisans. SAACA's event will include live performances, arts and craft vendor marketplace, pop-up art experiences in the local downtown shops, live music and performances at the Civic Center Plaza and the LOT, family art activities, and food vendors. The event will engage the surrounding community downtown businesses. The Glendale Arts Commission approved the sponsorship of this event for 2026.	CIP Project Code:

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>Chris Taylor</i> Requestor Chris Taylor	Division Econ Dev/Arts Division	Date 4/8/25
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### DEPARTMENT DIRECTOR APPROVAL:

<i>Trent Dutry</i> Director Trent Dutry	Division Econ Dev	Date 4-8-25
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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.	<i>Levi D. Gibson</i>	4/15/2025
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Materials Manager	Date
<b>Procurement will require a reevaluation and resubmission of a Sole Source / Special Procurement after:</b>	
Single Use Only: <input type="checkbox"/>	Annually: <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 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 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:** The annual Glendale Arts and Culture Fest is a one-day festival that is produced by SAACA and is sponsored by the Glendale Arts Commission. This annual event was created by SAACA and therefore competition for this specific event with the specific offerings would be incredibly limited or non-existent. The Special Events and Arts Division could attempt to replicate the event, however the division does not have the individual resources to book the amount of statewide artists/live performers that are part of SAACA's network as well as the additional costs for logistics to produce this specific event that spans the entire downtown Glendale area would substantially exceed the sponsorship provided to SAACA to produce their event in Downtown Glendale.

**MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:**



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**Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors:** This procurement is a sponsorship of an event created by the vendor and supported/approved by the Glendale Arts Commission. Staff has evaluated the opportunity to replicate the event and based on costs for production of an all-day festival in downtown and booking of statewide artists/live performers, the city would need to procure with multiple organizations and agencies to produce any similar type of event at a substantially higher cost. Staff has conducted research to seek other non-profit art organizations that produce events of this size, type and caliber in Arizona (to support the local arts base) and SAACA continues to remain the one provider with the skill and capacity. This procurement is a sponsorship to support SAACA's event that they will produce.

**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.

