



Procurement Sole Source and Special Procurement Request

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

REQUESTOR INFORMATION:

Requestor: Shannon Beck	Date: 07/24/2025	Department: Economic Development
Phone Number: 623-930-3936	Email Address: sbeck@glendaleaz.com	
Return To: Shannon Beck		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: COSTAR	Proposed Vendor Contact: Chris Beck
Proposed Vendor Address: 2563 Collection Center Dr	
City, State and Zip Code: Chicago, IL 60693	
Vendor Phone: 800 894-4720	Vendor Fax:

Procurement method requested:

- Sole Source
- Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: 27,821.64	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Org #: 10001910 / Object #: 524120 /	If yes, explain funding source:
Description of the product or service requested: Proprietary, comprehensive, interactive database of metro Phoenix commercial real estate properties and comparable sale/lease information.	

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>Shannon Beck</i> Requestor Shannon Beck	Division Econ Dev	Date 07/24/2025
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DEPARTMENT DIRECTOR APPROVAL:

<i>Trent Dutry</i> Director Trent Dutry	Division Econ Dev	Date 07/24/2025
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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	<i>Levi D. Gibson</i>	Date 7/25/2025
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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"/>

S.A.



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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 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 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: Costar is the only comprehensive commercial, office, land, and industrial real estate database, that includes historic and current property sales, transaction history, annual reports, as well as analytical tools used on a daily basis by Economic Development to serve both internal and external customers. Costar's database information is proprietary.

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: A search was conducted of available products, leading to the conclusion that there is only one commercial, office, land and analytical tools database available that is used as an industry standard by the clientele that we serve directly. Their previous competitor Xceligence filed bankruptcy and no longer provides this service. Staff continues to seek other resources should a new provider become available.

PREPARER NOTE: If this is a vehicle or technology purchase, concurrence of the Fleet Director or the IT Director will be required.



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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.