



Memorandum

MEMO TO: Purchasing & Asset Management

DATE:

FROM:

SUBJECT: Sole/Single Source Justification for (brief acquisition description)

In accordance with the City of Schertz Purchasing Policies, unless justified and documented for business reasons, all City of Schertz procurements exceeding \$1,000 should be competed between two or more eligible suppliers. Separate, sequential, or component purchase requests to avoid this threshold is prohibited. Consequently, every contracting action for which competition does not occur must have a sole/single-source justification document in the contract file. This applies to all requests/requirements, not just "new" requirements. The fundamental issue is whether the procurement is competed or not. If not, a written document must be developed and filed in the contract file, which justifies or explains why it was not competed.

This procurement cannot reasonably be competed because:

(Check all applicable blocks and completely explain)

- 1. Only one supplier (include the supplier name) produces or can produce this product or service. (Letter from vendor required).
- 2. Urgency of need limits the capability to compete the requirement. (Please explain the urgency and negative impact if timeline is extended to compete this requirement).
- 3. Standardization with existing products or services must be maintained. Use of any other type, brand, or service process would be incompatible or too costly to modify. (Explanation required).
- 4. Continuity with current or existing processes or services is necessary. (Change to another supplier is not possible for the following reasons).
- 5. Statutory or regulatory requirements limit competition for the following reasons:
- 6. Other reasons why competition for this requirement must be limited: (explain in detail)

EXPLANATION:

City completed a formal request for bids and only 1 response was received which was four times our City Budgeted amount and well over the market value of local offerings. This purchase cannot be made on a Group Purchasing Cooperative. It is in the best interest of the City to obtain quotes from the local providers and obtain an "on the lot" mobile home to ensure cost savings, delivery, and set-up.

Signed: _____

Position/Title: EMS Director

FOR PURCHASING USE ONLY

Approved: Julie G. [Signature]

Date: 10/10/2007

Asst. City Manager

Charles [Signature]

Date: 10 Dec 21



HOME SALES CONTRACT

Purchaser CITY OF SHERTZ DL: _____ Phone: _____
 Co-Purchaser _____ DL: _____ Phone: _____
 Mailing address _____ (City) _____ (State) _____ (Zip)
 Delivery Address _____ (City) _____ (State) _____ (Zip)
 Delivery County _____
 PHC HUNTER NALL License # 36649

Description of Home

New Stock Special Order
 Previously owned TFD Inventory Bank/Broker

Manufacturer CHAMPION

Model CHATH-1676 Year 2022

Building Code

HUD Manufactured Home RV / Park Model
 Modular Home - On Frame Modular Home - Off Frame

Identifying Numbers

Section	Label / Decal Number	ID /Serial Number
1		
2		
3		
4		

Bedrooms _____ Bathrooms _____
Size

Section	Width	Length
1	16	76
2		
3		
4		

Contract Transaction

Type of Transaction Cash Financed
 Type of Loan Chattel Land Home

Base Price _____
 (Page 2) Options \$88,000.00
 (Page 2) Improvements \$ -
Sub Total _____
 Excise Tax \$ -
 Title Fees \$ -
 Insurance (12 months) \$ -
 Extended Service Contract \$ -
 Lender Prepaid Finance Charges _____
Total Contract Price \$88,000.00

Trade-in Allowance \$ -
 Trade Pay Off \$ -
Net Trade-In Allowance \$ -
 Deposit (*) \$ -
 Other Down Payment \$ -
Total Down Payment \$ -

Sales Tax (if not included above) _____
Loan Amount (including points) _____
 Less Lender Prepaid Finance Charges _____
SALES CONTRACT PRICE \$88,000.00

Other Considerations:

- Possession and title of the home will not be transferred until the full cash price has been paid. Move-in cannot be granted until paid in full and the home has been set and tied down to state code. Purchaser is responsible for any temporary living arrangements needed prior to move in.
- If included in the contract, delivery, setup and tie down will be performed to state code.
- Purchaser is responsible for utility hook-ups, unless otherwise stated in the contract. Customer Initials _____
- If purchasing a model center display unit, furniture and décor are not included in the sale price, unless specifically stated.
- TITAN Factory Direct retains all wheels, axles and tires.

This contract is subject to arbitration and constitutes the entire agreement of the Seller for the sale, and the Purchaser(s) for the purchase, of the home described. This contract supersedes any previous versions. No other agreements, representations or inducements, either oral or written, have been made except as set forth in this contract.

*We received this offer 24 hours prior to signing this contract.

General Manager _____ Date _____
 Purchaser _____ Date _____
 Purchaser _____ Date _____

Final Sales Order

Nationwide Housing Systems LLC.
 dba Oak Creek Home Center
 3090 IH 10 West
 Seguin, TX 78155

RBI-32940
 (830) 372-9999

Buyer	Buyer	Phone			Date
Setup Address	City	State	ZIP	County	Salesperson
Mailing Address	City	State	ZIP	County	Licence Number

In this document the words I, Me and My refer to the Buyer and Co-Buyer signing this document. The words you and your refer to the retailer. Subject to the terms and conditions of this agreement, you agree to sell and I agree to purchase the following described unit.

Make <i>oak creek</i>	Model <i>9176</i>	Bedrooms <i>3</i>	Floor Size <i>14x76</i>	Hitch Size
Serial Number	Year or Used <i>NEW</i>	Year <i>2022</i>	HUD Label Number	

- OPTIONAL EQUIPMENT, LABOR AND ACCESSORIES**
- Retailer to deliver, block, level, and tie down the home.
 - Purchaser is responsible for all utility hookups to including water, sewer, gas, electric.
 - Furniture, light bulbs, and décor items are not included unless listed below.
 - Tires, wheels, and axels are not included unless listed below. (Modular Homes only – Hitch will be removed as well).
 - Skirting and other options are not included unless listed separately below.
 - Purchaser is responsible for the proper and legal placement of the home on the property.

Other Items included:

See attached Floor plan, Construction worksheet, and factory spec sheet (if Special order) as a part of this order.

1. Cash Price (Including Sales Tax of \$ 0.00).....	\$ 75,364.00
Cash payment	\$
Trade-In Gross Value \$	Liens \$
Net Trade-In Value \$	0.00
2. Total payment.....	\$
3. Unpaid Balance of Cash Price (1 minus 2).....	\$
4. Amounts paid to others on my behalf	
a. To Insurance Companies	
(1) Property Insurance.....	\$
(2) Credit Life Insurance.....	\$
(3) Home Buyer Protection.....	\$
b. To Public Officials	
(1) Certificate of Title.....	\$
(2) Filing Fees.....	\$
(3) Texas Inventory Tax	\$
c. To Delivery and set.....	\$ 4500.00
d. To A/C.....	\$ 2705.00
e. To Base pad	\$ 2000.00
f. To Home Buyer Protection	\$
g. To N/A.....	\$ 1000.00
h. To N/A.....	\$ 2200.00
i. To N/A.....	\$ 1500.00
Total (items a. through j.).....	\$
5. Unpaid Balance (3 plus 4).....	\$ 89269.00
6. Prepaid Finance Charge.....	\$
7. Amount Financed (5 minus 6).....	\$

ORAL PROMISES ARE NOT HONORED

Buyers hereby certify that no other promises and/or representations have been made to buyers by any of the personnel associated with Oak Creek Home Center other than those items enumerated above

THE TERMS AND CONDITIONS HEREIN ARE PART OF THIS DOCUMENT, PLEASE READ THEM CAREFULLY.

I/we acknowledge that I/we have read and understand this agreement, and that all blanks were filled in prior to signing below I/we are voluntarily purchasing the above home, the optional equipment and accessories named above, and insurance if included.

Description of Trade	Year
Make	Model
	Size
	X
Trade-In Debt To Be Paid By	Retailer
	Customer
Signature	of Valid Unless Accepted and Signed below by Manager of the Company
SIGNATURE and TITLE	
Approved, Subject to Acceptance of Financing by Bank or Finance Company	

SIGNED _____	BUYER
_____	DATE
SIGNED _____	BUYER
_____	DATE



Home Center: CLAYTON HOMES-NEW

Location: NEW BRAUNFELS, TX

Building Facility: 931

Bedrooms: 3

Description: ANNIVERSARY

Model Number: 31ANN16763AH

Square Footage: 1216

Options Included:

Special CASH Price!
\$82,900*

JAN 6th
INCLUDES DEL'S SETUP
AL
LIND T/O

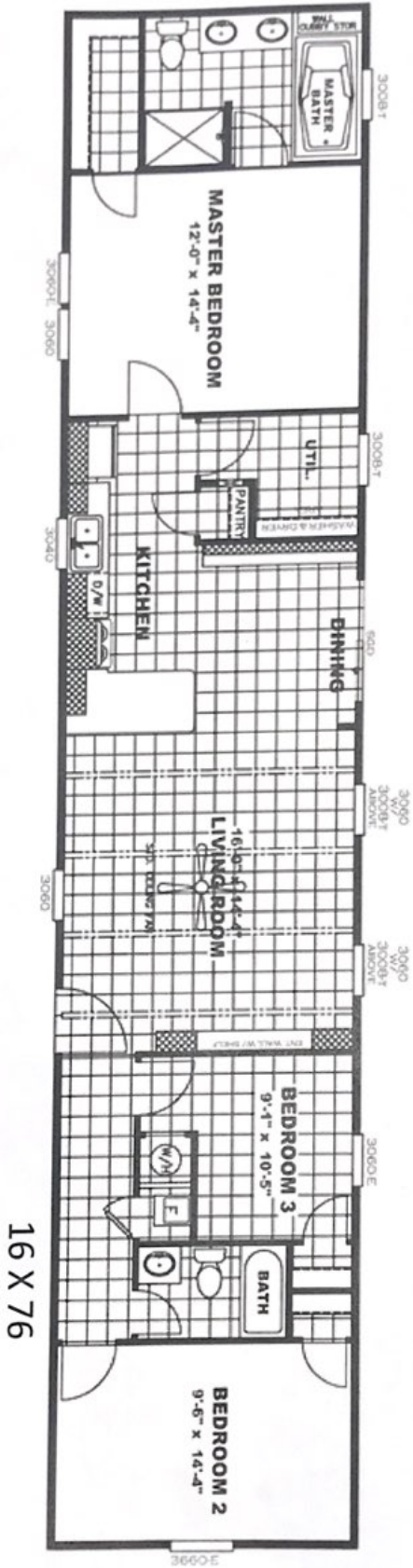
\$87,900*

RETAIL HOME ONLY PRICE

~~\$107,828~~

***For a limited time!
+ Tax/Title fees**

"The Anniversary"



Features

Anniversary 68 ▾

Exterior

Low E Thermal Pane Windows

38"x80" Steel Front Door

Sliding Glass Rear Door

Vinyl Exterior Siding w/Composition Roof

Shutters Hitch and Front Doorside

12" Hitch End Overhang

12 1/2" I-Beam

4" Vented Eaves

Full Length Outriggers(Ext Wall Support)

Tongue and Groove OSB Decking

2 X 6 Floor Joist - 16" OC

2 X 4 Exterior Walls

2 X 3 Interior Walls

20# Roof Load

Removable Hitch

(2) Transom Windows Living Room

30 X 40 Window over Kitchen Sink

Insulation

R-33 Ceiling Insulation

R-13 Wall Insulation

R-22 Floor Insulation

Energy Smart

R22-13-33 Insulation

A Coil Housing Box

Ecobee Programmable Thermostat

LED Bulbs

Interior

8' Flat Ceilings

Shaw Carpet w/ 5lb Pad

2" Cordless Blinds Throughout

44" Wide Hallways

White 2 Panel Cathedral Interior Doors

3 Hinges on all Interior Passage Doors

52" Ceiling Fan in Living Room

Brushed Nickel Glass Light Fixtures

W/B for Ceiling Fan Master Bedroom

Entertainment Center (Cable Jack)

(4) Ceiling Beams Living Room

Lino Living Room LUX

Kitchen

42" Cabinet System

Duracraft 3/4 Shaker Style Cabinet Doors

Hidden Hinges on all Cabinet Doors

White Finished Drawer Boxes

Metal Roller Drawer Guides

Lined Overhead Cabinets

Lined Base Shelves

Center Shelves in Base Cabinets

Kwikset Brushed Nickel Interior Door Knobs

Pfister Brushed Nickel Faucets

Stainless Farmhouse Kitchen Sink w/ Spring Loaded Faucet

Cabinet above Refrigerator

Can Lights Kitchen/Dining

Baths

72" Deck Tub in master bath

48" Shower with Glass Doors

Square China Sinks w/ Furniture Style Lavvy

54" Tub/Shower Guest Bath

Pfister Brushed Nickel Faucets with Lever Handles

Transom window over Master Bath Tub

Accent Over Sinks in Master Bath

GFI Receptacle

Elongated Commodes

Power Bath Fan in both baths

Access Panels to all plumbing

Lino in Master and Guest Baths

STD Can Lights

Utility

Total Electric with 200 Amp Service

GFI Protected Exterior Outlet Front Door Side

Copper Wiring Throughout

Plumb and Wired for Washer

Wired and Vented for Dryer

Water Shut-Offs Throughout

Whole House Ventilation System

Interior Utility Door

Wire Utility Shelf

Transom Window

Appliances

18 Cu Ft. Frost Free Refrigerator

30" Electric Range

Dishwasher

Range Hood with Light and Fan

40 Gallon Electric Water Heater

Carrier Electric Furnace (Down Flow)

Popular Options

Smart Panel Exterior Siding

Gas Furnace/Gas Range

Dream Kitchen (Black or Stainless)

Smooth Top Range

Side X Side Refer

Microwave

Thermal Zone 2 and 3

30lb Roof Load

40lb Roof Load

Wind Zone II & Wind III

Energy Star Compliant Package