



SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and forwarded to
Procurement Unit of Financial Services

Purchase Order No. _____ Amount \$ 10,103.79

Unit or Area Field Operations / Parks Date January 22, 2015

- Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the "need" that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified? Describe the unique aspects of their product or service or attach letter from vendor:

Check appropriate reason below:

- This is a product manufactured by a single vendor.
- This product or service is sold only through this single distributor.
- This service is unique to a single organization.
- An unusual or compelling urgency exists (explain below).

What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn't fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?

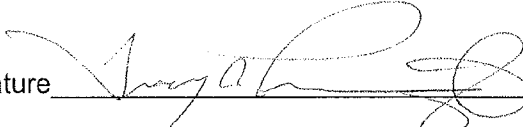
■ Best Source – Does the need meet one of the following “best source” definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or
- A single vendor is uniquely qualified to fulfill the City’s need; or
- An unusual or compelling urgency exists.

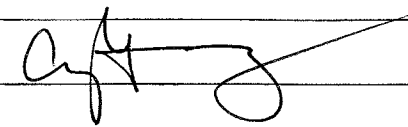
December 16, 2014

Around 7:30 am, Parks and Recreation, staff entered the mechanical room to discover a very strong gaseous smell that was so strong that he couldn't enter the room and the room was vented. A contractor, Serv-Ice had arrived to install an infrared ice sensor for the compressor controller. The Serv-Ice technician looked around and concluded that the system was low on refrigerant. The facility supervisor asked if they could service them, but they did not have any product and needed to get the sensor installed due to the lift rental. During this time, the ice temperature had risen to 24 degrees which is not cold enough for arena standards and the facility supervisor contacted Delta Temp (the company that services the system 90% of the time) for an emergency repair. Delta Temp also concluded that the system had lost refrigerant and began recharging it. The technician was there for about nine hours and put in approximately 350 lbs of R-22. He came back the next day and installed another 60 lbs of R-22 and tested for more leaks. The service tech concluded that relief valves for the system had failed causing the loss of refrigerant. Do to the critical nature of the situation and to prevent the loss of the ice surface resulting in lost revenue and/or cancellation of events it was not feasible to solicit quotes from 3 vendors.

REQUESTED BY:

Signature  Date 1-22-15
(Typed Name) Tracy Pennington

APPROVALS:

Unit Manager _____ Date _____
Service Area Admin.  Date 1/22/15
Procurement _____ Date _____

