



SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and include additional details on separate sheets if necessary.

Vendor/Source: **Safety Services Inc.**

Amount (\$): **\$25,000.00**

Unit or Area: **Public Works**

Date: **August 12, 2025**

☐ 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 and/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).

☒ 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.

City of Ann Arbor Public Works Unit has historically purchased safety and personal protective equipment on an as-needed basis. The anticipated safety purchases for FY2026 are projected to total approximately \$25,000.00, resulting in a purchase order request by the Public Works Unit.

The recommended vendor for referenced safety equipment is Safety Solutions Inc., a Michigan based vendor with a broad selection of in-stock inventory. Procurement of safety and PPE has not proven economically feasible for other vendors based upon limited inventory and/or geographical location.

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?

Public Works Assistant Manager explored cooperative purchasing opportunities without success as the vendors awarded in all discovered cooperatives lack the appropriate offerings and/or include shipping costs that mitigate any cost savings.

Additionally, many of the cooperative purchasing contracts for safety equipment and PPE are awarded to companies in which safety equipment is not their primary business, but rather general inventory with limited offerings for specialized items.

Safety Services Inc. has continued to offer competitive pricing while offering the widest variety of safety equipment found in the State of Michigan. Additionally, freight has been minimal and often waived based upon the geographic location of the vendor.

Based upon competitive pricing exploration, the Public Works Assistant Manager recommends the City of Ann Arbor Public Works Unit procure safety and PPE for FY2026 through a purchase order with Safety Services Inc., created under the best source justification.