



### SOLE SOURCE / BEST SOURCE JUSTIFICATION

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

Vendor/Amount \$ National Railroad Passenger Corporation (Amtrak)/\$20,328

Unit or Area WTSU Date 01/31/2018

- 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:

This is Part 2 of the Amtrak Engineering Review. Amtrak staff and personnel are the only authorized providers for site plan review for work done on National Railroad Passenger Corporation Property. This work is being done for the design phase of the Barton Raw Water Intake Project.

Check appropriate reason below:

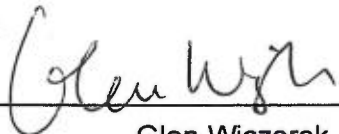
- This is a product manufactured by a single vendor.
- This product or service is sold only through this single distributor.
- This service is unique to a single organization.
- An unusual or compelling urgency exists (explain below).

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.

**REQUESTED BY:**

Signature   
(Typed Name) Glen Wiczorek

Date 1-31-18

**APPROVALS:**

Unit Manager 

Date 1/31/18

Service Area Admin. 

Date 1/31/18