

SINGLE/SOLE SOURCE CONTRACT INFORMATION SHEET

Req No.							
Contract No.		Contract Renewal <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name of Vendor							
Term of Contract		Contract Limit					
Description/Purpose							
Method of Selection		<input type="checkbox"/> Sole/Single Source		<input type="checkbox"/> *Admin. Code 10.1.1(a) and 10.5		<input type="checkbox"/> Cooperative Purchasing	
Sole/Single Source/Admin. Code 10.1.1(a) and 10.5/Justification (attach a sheet if needed)							
Under City Charter Section 371(e), to justify a sole source/single source request you must select one of those typical items for a non-competitive purchase. (See Charter for all items)	<input type="checkbox"/> Contracts involving consideration reasonably valued at less than an amount specified by ordinance.			<input type="checkbox"/> Contracts for repairs, alterations, work or improvements declared in writing by the contracting officer or board, or its designee, to be of urgent necessity for the preservation of life, health or property. The declaration shall give the reasons for the urgent necessity and must be approved by the Council or its designee. Approval may be conditioned upon compliance with one or more of the requirements of this section.			
	<input type="checkbox"/> Contracts, as determined by the contracting authority, for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous.			<input type="checkbox"/> Contracts for equipment repairs or parts obtained from the manufacturer of the equipment or its exclusive agent.			
	<input type="checkbox"/> Contracts for the furnishing of articles covered by letters patent granted by the government of the United States.			<input type="checkbox"/> Contracts for cooperative arrangement with other governmental agencies for the utilization of the purchasing contracts and professional, scientific, expert or technical services contracts of those agencies and any implementing agreements, even though the contracts and implementing agreements were not entered into through a competitive bid process.			
	<input type="checkbox"/> Contracts for leasing as lessee or purchasing real property when approved by majority vote of the Council.			<input type="checkbox"/> Subject to the requirements of Section 1022, contracts (including without limitation those, as determined by the contracting authority, for the performance of professional, scientific, expert, technical or other special services), where the contracting authority finds that the use of competitive bidding would be undesirable, impractical or impossible or where the common law otherwise excuses compliance with competitive bidding requirements.			
Emergency		<input type="checkbox"/> Not Applicable		<input type="checkbox"/> Declared		<input type="checkbox"/> Operating	
Labor Requirements <input type="checkbox"/> Not Applicable		<input type="checkbox"/> 1022 review (Service Over \$25K)		<input type="checkbox"/> Certification for Labor and Services up to \$25K			

Contract History								
Contract/PO No.	Contractor	Term of Contract	Original Contract Limit	Change Order No.	Increase/Decrease	Term of Extension	Other	Ending Date

Vendor History (If Sole/Single Source)								
Contract/PO No.	Contractor	Term of Contract	Original Contract Limit	Change Order No.	Increase/Decrease	Term of Extension	Other	Ending Date

*Applicable to contract with limit less than \$100,000 + CPI with the consent of the vendor to hold pricing, terms, and condition for up to two year each.

It appears that _____ contracts have been issued since _____. (1 or 3 year period)

Submitted by _____

(Contract Administrator/Requestor and Phone Extension)

(CEO or Designee Signature)

Date Submitted

Purchasing Concerns _____

Buyer Initial and Date	SSD Manager Initial and Date	SSD Director Initial and Date

Approved by _____
(City Attorney)