

## CITY OF HERCULES SOLE SOURCE/BRAND REQUEST

**THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY SOLE SOURCE PURCHASE**

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When a request is made for a non-competitive purchase of goods or services and the specification or special circumstances limit the bidding to one source and/or one brand or trade name, the requesting department must complete this form for City Manager approval. Please answer in the space provided, or in an attachment address by specific reference, each question listed below (1-5) in your justification. ***Be sure to answer each part of each question.*** Failure to respond fully to any of the questions could result in delay or rejection of your request due to inadequate justification.

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1. Using appropriate detail, such as brand name, model number etc., briefly describe the product you wish to purchase. In the case of a service use enough detail to clearly describe to someone not familiar with the process what you are purchasing.
2. Please check one:
  - a. ☒ **SOLE SOURCE:** Item is available from one source only. Item is one-of-a kind and is not sold through distributors. Manufacturer is exclusive distributor. Special circumstances merit consideration of sole source to save money and/or time.
  - b. ☐ **SOLE BRAND:** Various sources can supply the specified model and brand; competitive bids will be solicited for the requested brand only. Meets form, fit and function - nothing else will do.
  - c. ☐ **STANDARDIZATION REQUEST:** The Department requires the item to standardize parts, design, quality etc. (This requires a detailed memo with analysis and justification.)
3. What are the unique performance features of the product, brand or service requested that are not available in any other product, brand or service? (For services: What unique qualifications, rights, and/or licenses does this vendor possess?) *The streetlights are the same model and manufacturer installed by PG&E and the City on prior phases of the Streetlight Replacement Project. This allows for uniformity in appearance and efficiency in repairs. Additionally, they have direct burial bases, which saves considerable installation cost.*
4. (a) Why are the unique performance features REQUIRED (not merely preferred), and how would your requirement be inhibited without this particular service/item? OR (b) What are the unique circumstances that COMPEL (not merely make easier) the recommendation of this service/item at this particular time? *The streetlights are the same model and manufacturer installed by PG&E and the City on prior phases of the Streetlight Replacement Project. This allows for uniformity in appearance and efficiency in repairs. Additionally, they have direct burial bases, which saves considerable installation cost.*

5. What other products/services have been examined and rejected, and why? (Please provide a specific meaningful explanation, one vendor one feature at a time. For products be sure to clearly identify the product by name and model number and include the name, address, and telephone number of the company representative who's product you tested.) *Other streetlights will not match, streetlight parts should be interchangeable.*
6. If justification is based on matching and/or intermixing with existing equipment (refer to 1.c.), list the quantity, manufacturer, brand, and model of the existing equipment, and why the matching is required not simply preferred. *There are an estimated 600 streetlights that are the same manufacturer/model to match in neighborhoods.*

I HEREBY CERTIFY THAT:

1. I am an approved department representative, and am aware of the City's requirements for competitive bidding, as well as the criteria for justification for sole source/brand purchasing.
2. I have gathered the required technical information and have made a concentrated effort to review comparable and/or equal equipment/service.
3. The information contained herein justifying my request for sole source/brand purchasing and is valid in regard to meeting the City's criteria.
4. I believe that a sole source/brand purchase in this case would withstand a possible audit or a vendor's protest.

REQUESTOR \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPT. HEAD/ DIRECTOR:  DATE: 9 / 16 / 19

FINANCE DIRECTOR:

APPROVED: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMMENTS:

BY: \_\_\_\_\_

FINAL APPROVAL

\_\_\_\_\_  
City Manager  
(Up to \$20,000.00)

\_\_\_\_\_  
City Council  
(Over \$20,000.00)