



City of Yakima/Yakima County



SOLE SOURCE JUSTIFICATION (revised May, 2012)

Police/Administration	
Your Name: Jay Seely	Your Department/Division:
Your Phone: (509) 576-6319	Requisition Number:
Requested Vendor: Platt Electric Supply 16 S. 1st Ave.	Cost Estimate (including TAX): <i>Total (2) Projects \$39,700.</i>
Vendor's Address: Yakima WA 98902	Vendor E-Mail & Website: jeremy.sandino@platt.com
Vendor Contact Name: Jeremy Sandino	Vendor Phone: (509) 452-6444

1. What are you purchasing? Describe the product, service or system. Attach all information (Quotes, etc.):

The Department will upgrade the lighting system of the Police/Legal facility to LED lighting. Pacific Power is offering a rebate of \$28,716.09 if the upgrade is completed by October 5, 2016. In addition to the rebate, the upgrade will provide long-term energy savings to the City.

2. Is this product/service available only through one vendor? ☒ NO ☐ YES
If yes, attach documentation that supports the screening process you performed to confirm. (e.g. Internet Screenshots, etc.)

3. Is this a one-time purchase? ☐ NO ☒ YES If NO, explain.

4. What efforts were made to assure the City/County is receiving the lowest or best price possible? Describe

Internet comparison done - Platt price is \$13.50/bulb. Amazon.com price - \$25.68/bulb. Global Industrial price - \$25.95/bulb. Platt price is a contracted price from Phillips direct to the distributor.

5. ARE FEDERAL FUNDS BEING USED? ☒ NO ☐ YES

If Federal Funds are being used, a Cost Price Analysis prior to requesting Sole Source MUST also be attached.

6. Below are eligible reasons for sole source. Check all boxes below that apply to your sole source situation and attach any useful documents to justify the sole source. List who you contacted, what they said and how you verified their accuracy.

☐ **Compatibility to existing City/County standard or to existing equipment, inventory, systems, data, programs or service.** Describe. List efforts to find other sources (attach documentation, e.g. Internet Screenshots, etc.).

☐ **Patented product.** Attach documentation to confirm propriety (patent letter, etc.)

☐ **Only authorized Service Provider, Repair and/or Warranty Services.** Attach proof in writing from the MANUFACTURER (not the vendor) confirming there is only one dealer authorized to sell/service in our area. Is written certification attached? ☐ NO ☐ YES

☐ **Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match to existing design or equipment. Describe.

☒ **Delivery Date:** Only one supplier can meet required delivery date: Describe why the delivery date is critical and list efforts to find other suppliers to meet the delivery date.

In order to obtain the rebates offered by Pacific Power, the work must be completed by October 5, 2016. Platt Electric has the needed materials in stock and is able to meet these deadlines.

☒ **Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before and entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately), or only one supplier can meet required delivery date (describe why the delivery date is critical and list efforts to find other suppliers to meet the delivery date).

Due to the timing of the rebate eligibility, this project must be completed in a short time frame and does not allow time to conduct the bidding process.

☐ **Other:** Please describe:

STATEMENT OF NEED:

My division's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the City/County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

J. S. L. Carrani
Signature of Requestor

9-8-16
Date

Donna R. 331
Signature of Department Head

8 SEP 2016
Date

Maria Mayhue, Acting
Recommendation of approval by Purchasing Mgr.

9/8/16
Date

Chris Mon
Approval by Executive

9/8/16
Date

Please complete entire form and forward to Purchasing.