



Materials Management
Sole Source and Special Procurement Request

REQUESTOR INFORMATION:

Requestor: Amy Handlong	Date: 02/23/17	Department: City Manager
Phone Number: x2870	Email Address: ahandlong@glendaleaz.com	

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Cow Chow Croppers, L.L.C.	Proposed Vendor Contact: Paul Rovey
Proposed Vendor Address: 7711 W NORTHERN AVE	
City, State and Zip Code: GLENDALE, AZ 85303	
Vendor Phone:	Vendor Fax:
Procurement method requested:	<input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: Vendor will pay the City \$10 for use of the land.	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Federal Money: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain funding source:
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Fund #: / Department #: / Account #:

Description of the product or service requested: The City of Glendale has property located at the southwest corner of Bethany Home Road and 91st Avenue, consisting of approximately 3,313,609 square feet or 76.07 acres. The City has not made a decision on the development of this property and would like to enter into a short term License to Use agreement with vendor to farm sorghum and corn on the above property.

In accordance with Finance Administrative Policy No. 1, I have conducted a good faith review of available sources and determine that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

REQUESTOR CERTIFICATION:


Requestor: Amy Handlong Division: City Manager Date: 2/23/17

DEPARTMENT DIRECTOR APPROVAL:


Director: Kevin R. Phelps Division: City Manager Office Date: 2/23/17

MATERIALS MANAGEMENT APPROVAL:

In accordance with Finance Administrative Policy No. 1, I have conducted a good faith review of this request and agree that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

Materials Manager  Date: 3-1-17
Materials Management requires reevaluation and resubmission of a Sole Source Request for this procurement:

Single Use Only: ☐ Annually: ☐
End of first term of Contract: ☐ End of Contract, including any extensions: ☒

* we will need to explore ensuring there is not other interest going forward.



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Check the reason(s) below to identify why you have determined the purchase is a Sole Source or Special Procurement and attach supporting documentation. Use only column. A purchase cannot be BOTH a sole source and a special procurement

SOLE SOURCE	SPECIAL PROCURMENT
<input type="checkbox"/> Compatibility. Indicate system, make, model and function <input type="checkbox"/> Unique repair/replacement item. Identify item to be used with previous PO number item purchased, and warranty period <input type="checkbox"/> Supplementary or necessary part required from same manufacturer. Identify in-house equipment and use with existing system <input type="checkbox"/> Unique Item <input type="checkbox"/> Unique Service <input type="checkbox"/> Proprietary Specifications (Copyright, patented, etc.) <input type="checkbox"/> Other reasons, if not above. Explain in detail	<input type="checkbox"/> Presents such limited competition that a competitive bid or proposal process cannot reasonably be used <input type="checkbox"/> Discourages the use of a competitive bid or proposal as it will result in a substantially higher cost to the city, or will otherwise impair the city's financial interests <input type="checkbox"/> Substantially impede the city's administrative functions or the delivery of services to the public <input checked="" type="checkbox"/> Does not qualify as a sole source or emergency <input type="checkbox"/> Has only one provider with the experience and capability to successfully perform the contract <input checked="" type="checkbox"/> Presents a significant time constraint as the need was not known in sufficient time to allow for competitive procurement and time is of the essence <input type="checkbox"/> Other reasons, if not above. Explain in detail

JUSTIFICATION:

Use the Guidelines for Justification of the selected reason(s) above, and provide a full explanation of your reason that the product/service is a sole source or special procurement: This will help maintain the land and keep it free of debris and weeds as well as provide dust control, at no cost to the City. This relieves the City of the obligation of maintaining vacant land. Time is of the essence as the vendor has a small window to plant of no later than March 1.

MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:

Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors: No other vendor can provide this unique service due to the special requirements needed by the City of Glendale.

PREPARER NOTE: If this is a vehicle or technology purchase, concurrence of the Equipment Management Superintendent or the IT Director will be required.

Approval of a vendor as a sole source or a special procurement only determines the procurement method. Council approval and a signed contract may also be required.