



Mary

Materials Management Sole Source and Special Procurement Request

REQUESTOR INFORMATION:

Requestor: Chris DeChant	4/5/17	Department: Fire
Phone Number: 623-930-4406	Email Address: cdechant@glendaleaz.com	

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Strength Training Inc. (STI, Inc.)	Proposed Vendor Contact: Jim Maher
Proposed Vendor Address: 17233 N. Holmes Blvd.	
City, State and Zip Code: Phoenix, Arizona 85053	
Vendor Phone: 602-349-2545	Vendor Fax:
Procurement method requested:	<input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$ 88,125.00	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, explain funding source:
Fund #: 1000 / Department #: 12410 / Account #: 513000	
Description of the product or service requested: Fire is currently using a contract with Strength Training C-10110-4 and 5 which expire on June 22, 2017. A request has been submitted to the Procurement Division to issue a new solicitation for these services. The solicitation process will not be completed until after the expiration of the current agreement and therefore Fire would like the ability to continue using STI for Public Safety Physicals and Related Health Services until a vendor award is made.	

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 Chris DeChant Division: Fire Services Date 4/7/17

DEPARTMENT DIRECTOR APPROVAL:

Director Terry Garrison Division Fire Services Date 4/7/17

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 *Arizela Corrales* Date *4/13/17*
Materials Management requires reevaluation and resubmission of a Sole Source Request for this procurement:

Single Use Only: ☐ Annually: ☐

* Using current vendor during solicitation period



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End of first term of Contract: ☐ End of Contract, including any extensions: ☒

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 checked="" type="checkbox"/> Substantially impede the city's administrative functions or the delivery of services to the public <input 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 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 checked="" type="checkbox"/> Other reasons, if not above. Explain in detail

JUSTIFICATION:

The License and Use Agreement for the Glendale Regional Health Center and Public Safety Physicals and Related Health Services contracts solicitation is being sent out for bid by Purchasing. To keep the Glendale Health Center up and running and to provide a smooth transition to the awarded vendor, this one-time extension for six months is necessary.

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: The contract bidding process will determine the availability of another vendor and we've provided the information to Purchasing.

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.