



City of Richmond

Sole Source Justification

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Richmond Main Street Initiative Contact Name: Andrea Portillo-Knowles

Address: 1600 Nevin Plaza

City: Richmond State: CA Zip Code: 94804

Phone Number (510) 236-4049 E-Mail director@richmondmainstreet.org

Duration of Contract: January 1, 2023 - December 31, 2024

Estimated Cost: \$ 44,994 Funding Source (Account String) TBD

Is the product/service IT related? Yes No x If Yes, please attach the approved IT Authorization Form

For Product: Is the recommended company the manufacturer of the product? Yes No

For Product: Does the manufacturer sell the item(s) through distributors? Yes No

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

Lead the Downtown Richmond Community Greenspace Enhancement Project and Downtown Richmond Neighborhood Ambassadors Program. These projects include volunteer community beautification events at Harbour way and Macdonald Ave as well as weekly litter abatement campaigns in the Macdonald Ave corridor from 16th Street to 6th Street.

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the

recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

The project is a result of a collaboration in Clean California Local Grant application submittal with the City and Richmond Main Street Initiative. Richmond Main Street Initiative created the program model and budget for a portion of the grant. Now that funds have been awarded, Richmond Main Street Initiative will continue their services and carry out the proposal.

(if additional space is needed, include them in a separate page)

I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Community Services Department

Requester Name and Title: Jane Levine Snipes, Project Manager / Stephanie Ny, Associate Administrative Analyst

*Note: Requester must be able to defend this justification.*

Date: 8/19/22 Phone: 620-6972

Department Director (Print) Ranjana Maharaj (Sign) Ranjana Maharaj Date: 8/19/22  
Requester/Requesting Agency/Requesting Department/Requesting Division/Requesting Office

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**Submit completed form to the Purchasing Division (Prior to submission to City Manager)**

**Finance Director:**

APPROVED:  For D. Coella DATE: 8/24/22

NOT APPROVED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

City Manager \_\_\_\_\_ City Clerk Attesting to Council Approval \_\_\_\_\_  
(Under \$10,000.00) (Over \$10,000.00) (Copy of Minutes may be substituted)

**Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.**

**PROCEDURE**

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.