

# Memorandum

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**To:** Antonio Banelos  
**CC:** Delmy Cuellar, Director of Finance  
**From:** Patrick McKenzie  
**Date:** 8/19/2022  
**Re:** Sole Source Justification – Stephanie Ny

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I support the SSJ as it is a Continuation of Prior Work

**(The Watershed Project)**

Thanks!



# 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:** The Watershed Project      **Contact Name:** Juliana Gonzalez

**Address:** 1327 South 46th Street

**City:** Richmond      **State:** CA      **Zip Code:** 94804

**Phone Number ( 510 )** 665-3430      **E-Mail** juliana@thewatershedproject.org

**Duration of Contract:** October 1, 2022 - December 31, 2025

**Estimated Cost:** \$ 25,500      **Funding Source (Account String)** TBD

**Is the product/service IT related?** Yes  No  **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)*

Conduct bilingual community outreach in North Richmond to design a habitat garden in Shields-Reid Park; lead community planting events; and design interpretive signage for the garden

**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 Prop 68 Grant application submittal with the City and The Watershed Project (TWP). TWP created the scope and budget for a portion of the grant. Now that funds have been awarded, TWP will continue their services and carry out the project.

*(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: Jene' 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

Digitally signed by Ranjana Maharaj  
DN: cn=Ranjana Maharaj, o=City of Richmond, ou=City of Richmond, email=rmaharaj@richmond.gov, c=US  
Date: 2022.08.19 08:41:52 -0700

Date: \_\_\_\_\_

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

**Finance Director:**

*FOR D. LUPELLAR*

APPROVED: *ALB*

DATE: *8/22/22*

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

COMMENTS:

\_\_\_\_\_  
City Manager  
(Under \$10,000.00)

\_\_\_\_\_  
City Clerk Attesting to Council Approval  
(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.