

JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND

Administrative Directive, Purchasing Process

UNJUSTIFIED FACTORS FOR SOLE SOURCE/SOLE BRAND:

1. Personal preference for a product or vendor.
2. Cost, vendor performance, local service, maintenance, and delivery (these are
3. Features which exceed the minimum department requirement, e.g. heavy duty and quality.
4. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for "unique features".
5. The statement "no substitutions" will not be considered without completion of the "Justification for Sole Source/Sole Brand" form.
6. Lack of advance planning for activity, unless deemed an Emergency Purchase per Administrative Directive.
7. Concerns related to the amount of funds available for the acquisition of goods or services.

CERTIFICATION:

As an approved department representative, I have gathered technical information and have made a concentrated effort to review comparable/equal equipment. This is documented in this justification. I hereby certify as to the validity of the information and feel confident this justification for sole source/sole brand meets the City's criteria and is accurate.

Department Approval If Requisition less than \$25,000

Requested by: Casey Van Der Linden Department Approval: Hamid Bahadori
 (Print/Type Name) (Print/Type Name) (Signature)

Date: 2/5/2026 Date: _____

City Manager Approval If Requisition Greater than \$25,001 to \$100,000

City Manager Approval: _____
 (Print/Type Name) (Signature)

Date: _____

City Council Approval If Requisition Greater than \$100K

Summary Date: _____ Item # _____ Doc #: _____