

EXCEPTION TO COMPETITIVE PURCHASING PROCESS "SOLE SOURCE" JUSTIFICATION

PROJECT NAME: Electric Vehicle (EV) Group Buy Program

PURCHASE AMOUNT: \$ 5,700

APPROPRIATED BUDGET AMOUNT: \$ 5,700

SCOPE OF SERVICES/MATERIALS TO BE PURCHASED: DENC will manage program <sup>planning, marketing</sup> implementation

SUPPLIER: Drive Electric Northern Colorado (DENC) <sup>and evaluation</sup>

EXCEPTION TO THE COMPETITIVE PROCESS RATIONALE PER CITY CODE (check all that apply):

A contract for materials, professional services or services may be awarded without competition if the Purchasing Agent determines in writing that one (1) or more of the following conditions exists:

- There exists only one (1) responsible source;
- Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public;
- A particular material or service is required to maintain interchangeability or compatibility as a part of an existing integrated system;
- A particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration;
- The material is perishable;
- The material qualifies as an object of fine art;
- A particular material is required to match materials in use, so as to produce visual harmony;
- A particular material is required to enable use by a specific individual;
- A particular material is prescribed by a professional advisor;
- The material, professional service or service is the subject of a change order.

BACKGROUND/JUSTIFICATION (Attach Supporting Documentation):

Attach quote (Required)

Provide brief justification narrative supporting the reason(s) for the exception(s) to the competitive process selected above.

DENC, the supplier is the only known organization that can provide this service. DENC provided this service in 2010, previously and was successful for the City.

**COST/PRICE ANALYSIS (Attach Supporting Documentation):**

Normally competition supports establishment of price reasonableness. When adequate price competition does not exist, the reasonableness of the offered price is determined with a Price or Cost Analysis. Complete Price OR Cost Analysis.

Price Analysis – Comparison of quoted price with known indicators of reasonableness without analyzing cost elements (Check all that apply)

- Consistent with Independent Cost Estimate (ICE);
- Compare to prices obtained through market research for same or similar items;
- For services, hourly rates consistent with rates offered in the market for similar level professionals;
- Unique or innovative process/service/product;
- Consistent with published price lists;
- Reviewed analysis of pricing information provided by supplier;
- Quoted price consistent with previous prices paid (historical);
- Other: \_\_\_\_\_

Cost Analysis – Element-by-element analysis of estimated cost based on supplier's cost or pricing data. Please attach Cost Analysis.

SUBMITTED BY: A. Mansfield PRINTED: Amanda Mansfield  
DEPARTMENT: FC Moves DATE: 5/10/19

APPROVED BY:

[Signature]  
DEPARTMENT MANAGER/SUPERVISOR (Required)

PRINTED: Paul Szymore

REQUESTING DEPARTMENT HEAD (over \$60,000)

PRINTED: \_\_\_\_\_

Maura Doregan  
BUYER

PRINTED: Maura Doregan

Gerry Paul  
PURCHASING DIRECTOR

PRINTED: Gerry Paul 5/18/19

RESOLUTION BY CITY COUNCIL (over \$200,000)

Resolution # \_\_\_\_\_ Date Passed: \_\_\_\_\_

Resolution document attached