



### Sole Source Justification Form

Complete and submit this form to the Purchasing Division when requesting exception to the competitive procurement process.

Sole source procurement refers to those purchases where there is only one supplier that can provide the product/service to the City. Please be as thorough and detailed with explanations to assist in the evaluation process.

Date:	11/07/2018	Division:	<u>Administration</u>
Department:	Fire	Title:	<u>Admin. Services Manager</u>
Name:	<u>Alia Rodriguez</u>	Vendor ID:	<u>0010897</u>
Requisition No:	<u>Y193439</u>		
Vendor Name:	<u>All Star Equipment</u>		

Item Description/  
Scope of Work:

Protective firefighter safety clothing (turnouts) *Brand specific*

1. Why is the acquisition restricted to this good/service/supplier? (Explain why the acquisition cannot be competitively bid, and include consequences that would occur from not contracting with this supplier.)

All Star Equipment is the only locally approved distributor of the LION brand turn-outs that supplies fire departments throughout the State of California with this protective equipment and ensures the NFPA 1971 compliance. Additionally, the turnouts provided by LION, and ultimately by All Star, provide state-of-the art ergonomics in the Janesville V-Force clothing that are equipped with the fabric and general make-up needed to reduce metabolic stress and increase durability, mobility and comfort. RFD has historically utilized this specific turnout and the City has approved this sole source justification in the years past.

2. How was the price offered determined to be fair and reasonable? Explain what the basis was for comparison and include cost analyses as applicable. (Compare to vendor's previous or current offer to the City or to another agency/company, market research – or any other method of comparison that will substantiate fair and reasonable pricing in the absence of competition). Attach back-up documentation for reference.




With the long standing relationship with the City of Riverside Fire Department, All Star is the only local provider of this specific turnout that meets the needs of RFD. With this relationship, the bulk item discount is often presented and contracts have even been enacted to secure and lock in the best rates.

3. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier. Include consequences that would occur from not contracting with this supplier.

One of the major benefits from the using All Star is that they maintain a significant inventory in stock as to avoid critically needed items being back ordered. RFD has a long standing positive relationship with All Star which has afforded us top priority with their staff and deliveries.

**Certification of Responsibility:**

I am aware of the City of Riverside requirements for competitive bidding and the established criteria for justification of single source purchasing. As an authorized Department representative, I have gathered the required technical information and have made a concentrated effort to review comparable/equal vendors or equipment. I hereby certify the validity of the information and feel confident this justification of single source meets the City's criteria and would withstand audit or vendor protest.

 _____ Signature	11/07/2018 _____ Date
 _____ Department Head	11-7-18 _____ Date
 _____ Purchasing Manager (Up to \$50,000) Over \$50,000 - Must be submitted for City Council Approval with Purchasing Manager concurrence.	2/28/19 _____ Date