

### 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:	04/28/2021	
Department:	Public Utilities	Division: 6105
Name:	Heather Myers	Title: Admin Analyst
Requisition No:	Y213672	
Vendor Name:	Underground Service Alert	Vendor ID: 0001786

Item Description/  
Scope of Work:

Underground DigAlert tickets and Regulatory and investigatory Board (Dig Safe Board)

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.)

Underground Service Alert of Southern California aka DigAlert is a one call notification center for anyone planning to dig 9 Southern California counties; including Riverside County. Membership with Underground Service Alert of Southern Cal is for all persons, firms, corporations, and governmental or public entities or agencies who own or maintain underground facilities. California State Law, Code 4216, states you must contact DigAlert before you dig. Dig Safe Board is a regulator and investigatory Board responsible for coordinating the state's education, developing safe standards, investigating dig-in accidents, enforcing violations of the Dig Safe Law, and making enforcement recommendations to the Contractors State License Board, the Public Utilities Commission, and the Office of the State Fire Marshal.

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.


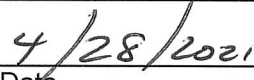

The price RPU is charged each month is determined by multiplying the quantity of tickets submitted each month by the ticket rate.  
The Dig Safe Board fee is determined by dividing the number of tickets submitted (previous year) by the statewide number of tickets submitted (previous year), then multiplying that by the Board operations expenses (current year).  
California State Law, Code 4216.1, states "Every operator of a subsurface installation, except the Department of Transportation, shall become a member of, participate in, and share the cost of, a regional notification center."  
The amount of the Purchase Order is not to exceed \$100K.

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.

Avoiding payment to Underground Service Alert would be in violation of California State Law, Code 4216. Continued payment to Underground Service Alert would prevent RPU from being fined by the State of California.

**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	 _____ Date
<b>George Hanson</b> <small>George.Hanson(Apr29,202113:17PDT)</small> _____ Department Head	4/29/2021 _____ Date
 _____ Purchasing Manager (Up to \$50,000) Over \$50,000 - Must be submitted for City Council Approval with Purchasing Manager concurrence.	May 20, 2021 _____ Date

Email: