



### 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:	04/04/2024	Division:	Fire Administration
Department:	Fire	Title:	Deputy Fire Chief
Name:	Steve McKinster	Vendor ID:	TBD
Requisition No:	Y238547		
Vendor Name:	Performance Truck Repair		

Item Description/  
Scope of Work:

TO PURCHASE ONE (1) E-ONE CUSTOM CYCLONE CAB HR-100 REAR MOUNT  
QUINTUPLE FIRE APPARATUS THROUGH SOURCEWELL COOPERATIVE

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.)

Performance Truck Repair, located at 892 West 10th Street, Azusa, CA 91702 is the sole source provider for E-One Fire Apparatus, E-One parts, warranty parts, and warranty service for South California.

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 pricing was provided by Sourcewell. Vendor contract #113021-RVG-4

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.

Sourcewell provides the buying power of more than 50,000 government, education, and nonprofit organizations to save time and money. The cooperative purchasing program manages the solicitation requirements and offers members easy access to an established network of awarded contracts.

**Certification of Responsibility:**

I am aware of the City of Riverside requirements for competitive bidding and the established criteria for justification of sole 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 sole source meets the City's criteria and would withstand audit or vendor protest.

  
Signature

04/04/2024

Date

  
Department Head

  
Date

  
Purchasing Manager

(Up to \$50,000)  
Over \$50,000 - Must be submitted for City Council Approval with Purchasing Manager concurrence.

04/10/2024  
Date



**Mike Mowry**  
Director of Dealer Development  
ph: (262) 330-9660  
mike.mowry@revfiregroup.com

April 2, 2024

RE: Sole Source Letter – Performance Truck Repair

Battalion Chief Michael Allen  
The City of Riverside

Chief Allen,

Thank you for the opportunity to provide sole source confirmation for E-ONE fire apparatus. We appreciate your continued faith in and support of the E-ONE product line. We look forward to continuing to provide the finest emergency response vehicles as you protect and serve your citizens and visitors.

Please accept this letter as confirmation that Performance Truck Repair, located at 892 West 10<sup>th</sup> Street, Azusa, CA 91702 is the sole source provider for and E-ONE fire apparatus, and E-ONE parts, warranty parts and warranty service for Imperial, San Diego, Riverside, Orange, Los Angeles, San Bernardino, Venture, Kern, Santa Barbara, San Luis Obispo, Kings, Tulare, Fresno and Inyo counties in the state of California.

Thank you in advance for your review and consideration. As always, should you have any additional questions or needs, please contact me at your convenience.

Best Regards,

A handwritten signature in black ink, appearing to read "Mike Mowry".

Mike Mowry

Director of Dealer Development, REV Fire Group