



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:	02/04/2025		Division:	Fire Administration
Department:	Fire	Title:		
Name:	Mike Allen	Vendor ID:	TBD	
Requisition No:	TBD			
Vendor Name:	Fire Apparatus Solutions			

Item Description/ Scope of Work:	The purchase of Two (2) KME Severe Service Pumpers. This purchase will be made via the Sourcewell Contract # 113021 DVC 2
-------------------------------------	---

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.)

Fire Apparatus Solutions, located at 1762 S. Sycamore Ave., Rialto, CA 92376 is the Sole Source provider of KME fire apparatus in Southern 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

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 non profit 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.

Steve McKinster Digitally signed by Steve McKinster
Date: 2025.02.11 13:21:10 -08'00'

Signature

02/04/2025

Date

Department Head
JNemes Digitally signed by JNemes
Date: 2025.04.23 11:21:45 -07'00'

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

Date
04/23/2025

Date