



Single 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:	08/14/2024		
Department:	Police	<input checked="" type="checkbox"/> Division:	Special Investigations
Name:	Lt. S Goodson	Title:	SIB Lieutenant
Requisition No:			
Vendor Name:	Commerce Truck & Equipment	Vendor ID:	0024477

Item Description/ Scope of Work:	2023 Ford F550 Crew Cab with Aerial Personnel-Lift for equipment installation
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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.)

The Police Department requires a heavy duty 2023 Ford F550 Crew Cab 4X4 with an aerial personnel-lift in order to install public safety equipment in sometimes remote locations or in high voltage areas for investigations, crowd safety, and other public safety operations. The crew cab is required to hold the 3 to 4 employees needed to safely conduct operations. The Department currently borrows vehicles but the need for a vehicle is increasing and other agencies and departments cannot accommodate. The industry average for a new build out for a vehicle that meets the RPDs needs is 2 to 5 years. The Department searched inventory for companies nationwide and have only found one vehicle that is available immediately that will meet all of the Departments needs. If the Department is not able to purchase this vehicle, there will be a wait of 24 to 27 months to build a vehicle that will meet the Departments needs and an increased cost.

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.

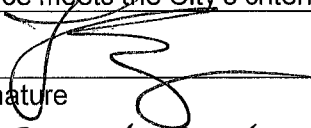
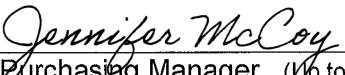
The price quoted for the proposed vehicle is \$167,000 with taxes and fees it comes to \$185,332.56. This price is fair and reasonable when compared to other quotes obtained. A vehicle with the same specifications was quoted at an estimated cost of \$184,917 but final pricing is dependent on market conditions and won't be determined until closer to the production date due to irregular cost inflation and market volatility. Additionally the vehicle would not be ready for 24 to 27 months. There was another quote obtained on-line for a truck of similar make and model with similar features to the one RPD is proposing to purchase except it has a single cab instead of a crew cab. The price was stated as \$167,900 before taxes and fees. The base price was higher than the base price quoted for the crew cab model and RPD requires the crew cab. All quotes are attached.

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.

If this vehicle is not purchased, the Department will likely have to wait 24 to 27 months or longer for another vehicle to be built that meets all the required specifications and will likely pay a higher cost due to irregular cost inflation and market volatility per the vendors quote. Additionally, not purchasing a vehicle specifically for RPDs use could potentially result in increased overtime for personnel trying to find an alternative solution or waiting for a vehicle to become available for borrowing. In the worst case scenario, the result could be increased public safety concerns due to operations not being completed.

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	08/14/2024 _____ Date
<i>Brandi Becker</i> _____ Department Head	8/14/2024 _____ Date
 _____ Purchasing Manager (Up to \$50,000) Over \$50,000 - Must be submitted for City Council Approval with Purchasing Manager concurrence.	08/16/2024 _____ Date