



Sole Source Justification Form

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

Single 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:	06/08/2023	Division:	Field Operations
Department:	Police	Title:	Police Administrator
Name:	Brandi Becker	Vendor ID:	0001370
Requisition No:			
Vendor Name:	Dooley Enterprises INC		

Item Description/
Scope of Work:

Purchase of Winchester Ammunition for RPD training and duty use

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.)

Due to the potential liability concerns revolving around the police use of firearms, ammunition for duty use is carefully evaluated and selected for desired performance characteristics and reliability of function under a wide range of conditions. Additionally, the various aiming systems of department weapons are "zeroed" to hit to a desired aiming point at a specified distance with that ammunition, therefore training ammunition (if different from the product number used for duty) must be manufactured to satisfactorily mimic the flight characteristics of the duty ammunition. Purchasing carefully selected product numbers for both duty and training ammunition from a single manufacturer for a given caliber ensures that the Departments specific needs are met. Winchester Ammunition is the designated supplier for the Police Departments handgun and patrol rifle ammunition.

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.

Dooley Enterprises of Anaheim has been designated by Winchester as the sole law enforcement distributor for their ammunition for the State of California, and as such has designated special pricing that cannot be matched by the commercial sector. This statement has been constantly verified by additional bids obtained from commercial sources over the past 16 years. The City's standard three-bid process has always resulted in purchases from Dooley Enterprises for the Departments Winchester ammunition. Due to Winchester's distribution and pricing structure, searching the commercial sector for additional sources at lower pricing has been unsuccessful. Attached are quotes from the commercial sector for the same ammunition that are in some cases twice the price being offered by Dooley.

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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.

Winchester Ammunition is the designated supplier for the Departments handgun and Patrol Rifle ammunition for the reasons outlined in Section 1. Purchasing this ammunition from another source, other than Dooley Enterprises, places the Department outside of Winchester's law enforcement-exclusive pricing structure, which will result in the City paying significantly higher commercial sector rates. Attached are quotes from the commercial sector for the same ammunition that are in some cases twice the price being offered by Dooley.

Purchasing from Dooley Enterprise, INC., allows the Police Department to use the Winchester law enforcement-exclusive pricing structure and the location allows for the Department to pick-up the ammunition eliminating freight and delivery charges.

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

Department Head

Date

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

Date