



CITY OF SAN LEANDRO

SOLE SOURCE JUSTIFICATION

Project Manager: Hoi-Fei Mok Date: 10/13/2022

Contractor/Consultant/Vendor: Devil Mountain Nursery

Project Number: _____ Contract Amount: \$ 335,659.47

Project Description: Tree purchases and delivery for the CalFire tree grant project

Notice: Purchases of goods or contracting for services over \$5,000 without obtaining at least three (3) quotes is a violation of City policy unless justified on one or more of the bases below. The City's formal bidding process will normally apply to purchases over \$25,000.

Attach Requisition Form for Signature Approval

JUSTIFICATION FOR AWARD OF SOLE SOURCE CONTRACT

- Emergency PO request. Need for the service is of such an unusual and compelling urgency that the City of San Leandro would be seriously injured unless it is permitted to limit the number of sources from which it solicits bids or proposals. This justification is not met on the basis of a lack of planning.
- Staff solicited competitive bids and was unable to obtain three quotes from responsive vendors – Attach sheet with company names, contact names and phone numbers of vendors contacted
- The service/product is only available from a single source and there is no acceptable substitute
- The item is directly procured from the original manufacturer and that supplier is the only source for such item
- Only one vendor can meet the necessary delivery date of _____.
- Only one (1) Contractor/Consultant/Vendor who can provide unique/highly specialized item/ service
- Economy or efficiency supports award to existing contractor/consultant as a logical follow-on to work already in progress under a competitively awarded contract
- Cost to prepare for a competitive procurement exceeds the cost of the work or item
- The item is an integral repair part or accessory compatible with existing equipment
- The item or service is essential in maintaining research or operational continuity
- The item/service is one with which staff members who will use the item/service have specialized training and/or expertise and retraining would incur substantial cost in time and/or money

EXPLANATION:

The vendor is uniquely positioned to take on the project because they can provide the specialized list of tree species for the CalFire grant project. Furthermore, Devil Mountain Nursery is an existing vendor with the City's Public Works Department for tree orders for landscaping services and this project is a logical extension of their work. Their familiarity with City staff, processes, and site will make them more efficient and produce a more successful outcome. With the strict deadlines for the grant process, a competitive bid process would significantly slow the project and may cause the City to be unable to meet the grant requirements.



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A handwritten signature in black ink, appearing to be "Aym", written over a horizontal line.

REQUESTOR SIGNATURE