



# CITY OF SAN LEANDRO

## SOLE SOURCE JUSTIFICATION

Project Manager: Winston McKee, Parks Supervisor Date: 1/25/21

Contractor/Consultant/Vendor: Arata Equipment Company

Project Number: NA Contract Amount: \$ 99,472.01

Project Description: Purchase of replacement vehicle (F-350 chassis) and Perkins Lifter Unit for Parks section.

**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	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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
<input type="checkbox"/>	The service/product is only available from a single source and there is no acceptable substitute
<input checked="" type="checkbox"/>	The item is directly procured from the original manufacturer and that supplier is the only source for such item
<input checked="" type="checkbox"/>	Only one vendor can meet the required service area of 30 miles.
<input type="checkbox"/>	Only one (1) Contractor/Consultant/Vendor who can provide unique/highly specialized item/ service
<input type="checkbox"/>	Economy or efficiency supports award to existing contractor/consultant as a logical follow-on to work already in progress under a competitively awarded contract
<input type="checkbox"/>	Cost to prepare for a competitive procurement exceeds the cost of the work or item
<input type="checkbox"/>	The item is an integral repair part or accessory compatible with existing equipment
<input type="checkbox"/>	The item or service is essential in maintaining research or operational continuity
<input type="checkbox"/>	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:** To improve staff efficiencies and reduce the possibility for shoulder/back injuries, Public Works would like to replace an existing F-350 truck and dump bed (overdue for replacement) with a F-350 chassis and Perkins Lifter unit. Perkins units are only sold through one company in northern California, Arata Equipment Company, located in San Carlos. They are also the only equipment company for this type of equipment with service within a 30-mile radius of San Leandro.

**REQUESTOR SIGNATURE**