Purchase Division Form
(02/05)

Subj: SOLE SOURCE JUSTIFICATION REQUIREMENTS

From: (Dept.) Recreation Date: 712/2024
To: 044

Ref: (a) Requisition #_____

Contractor: Awning Works Inc.

Item: Shade Sails and support structures Est. Cost: $119.500

Required Delivery Date:_____

In accordance with reference (a) the following is submitted.

a. A brief description of the intended use or application.

The current Shade Sails and support structures are in need of repair and replacement due to normal wear and tear from exposure to the elements.

b. Description of the critical or unique features (patent, copyright, proprietary, etc) which show no other item or source can satisfy the City's need.

City staff has engaged multiple vendors for this product and only the original installer was willing to provide a quote due to the fact that other vendors did not install the product originally

c. Describe the alternatives reviewed, which led to the conclusion that only this particular source of product can meet the requirement.

Multiple vendors were contacted to provide a quote to replace the Shade Sails and to repair and paint the support structure and the only quote we received came from the original installer.

The above information must be certified as to the accuracy of the facts and representations contained in the request.

Andre Julien
Department Head

Debbie Manns
City Manager

The above facts have been reviewed and approved for sole source procurement and the anticipated cost to the City will be fair and reasonable.