



**CITY OF NORTH PORT PROCUREMENT REQUEST FORM  
SOLE/SINGLE SOURCE/STANDARDIZATION**



☒ **Single Purchase** (For current FY)

☐ **Change Order**

☐ **Amendment**

☐ **Blanket Purchase** (Ongoing purchases for current FY)

☐ **Contract/Quote Renewal** (# \_\_\_\_\_)

DEPARTMENT/DIVISION General Services/IT

NAME OF REQUESTOR Vicki Edwards

*Sections 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.*

A. Please describe all products and/or services to be procured under this exemption: \_\_\_\_\_  
Smarsh text archive product

B. Vendor Information

Vendor Name: Smarsh

Address: 851 SW 6th Ave #800  
Portland, OR 97204

Contact: \_\_\_\_\_ Phone: 866-762-7741 Email: sales@smarsh.com

Will the Vendor accept Visa Card/E-Payables for this transaction? ☐ yes ☒ no

Is there an additional fee charged for credit card payments? ☐ yes ☐ no

- If yes, complete and attach the Visa Purchase Request Form, if applicable.

C. Please provide the estimated fiscal year expenditure for this product or service: \$ 22,460.00

Account # 001-0710-516-54-00 Project # \_\_\_\_\_

☐ Various City Accounts: \_\_\_\_\_

☐ Utilized by Other Departments: \_\_\_\_\_

D. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:  
(Do not leave blank - If additional space is needed, please attached separate memo)

Smarsh is the only provider of text archiving services on the Verizon Wireless  
network. All City cellular enabled mobile devices use the Verizon Wireless network.



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- E. Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

Patent, copyright or unique design restrictions (*Sole Source*) \*Attach verification from Manufacturer\*

Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination (*Sole Source*) \*Attach verification from Manufacturer\*

Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function (*Sole Source*) \*Attach verification from Manufacturer\*

Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the "sole or single source" restriction (*Single Source*) \*Attach verification from Manufacturer\*

When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a product(s), which is available from only one source. Testing must be performed as often as practical (*Single Source*) \*Attach verification from Manufacturer\*

- ✓ Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative (*Single Source*) \*Attach verification from Manufacturer\*

The part(s)/equipment are required to permit standardization (*Standardization*)

\*Must provide justification. For brand-specific items, quotes should still be obtained\*

Other: None or some of the above apply. \*Detailed explanation and justification for this sole/single source request must be attached to this form\*

What steps were taken to verify that these features are not available elsewhere?

Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, do not leave blank):

None



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Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, **do not leave blank**):

None

### REQUESTING DEPARTMENT RECOMMENDATION:

I RECOMMEND THE COMPETITIVE QUOTING/BIDDING PROCESS BE WAIVED AND THE GOODS/SERVICES TO BE PURCHASED AS A SOLE/SINGLE SOURCE:

Requesting Department Director's Signature: Sandy P. [Signature] Date: 1/16/18

#### APPROVAL (For Procurement Division)

Verified By: \_\_\_\_\_ Dates Posted: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Sole/Single Source No. \_\_\_\_\_ Eff. Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Finance Director's Approval (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

City Manager's Approval (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Commission Meeting Date (if applicable): \_\_\_\_\_

#### Vendor Tracking:

YTD Dept Exp. (Inclusive): \$ \_\_\_\_\_

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ \_\_\_\_\_

