



# SOLE SOURCE VENDOR FORM

Attach to all Sole Source Requisition

CMC Chapter 6 (2611)(e) Sole Source Purchasing. *The City Manager may dispense with this Chapter's bidding requirements if he or she finds that the materials, supplies, equipment, or services are unique because of their quality, durability, availability, or fitness for a particular use and are available only from one (1) source, or, if available from more than one (1) source, can be purchased from the manufacturer or service provider for a lower price. If the cost of such sole source purchasing is \$25,000 or greater, then the City Council's approval shall be required.*

Req No# 12202414


Vendor's Name: MB HERZOG ELECTRIC INC


Item/Service being purchased:

- One-of-a-kind**      **The commodity or service has no competitive product (one of a kind) IS ONLY AVAILABLE FROM ONE VENDOR ANYWHERE.\***
- No Substitute**      **A component or replacement part has no substitute AND CAN BE FROM ONLY ONE VENDOR.\***
- Compatibility**      **Compatibility is the overriding consideration. Needs to comply with another product that is currently in place AND CAN ONLY BE OBTAINED FROM ONE VENDOR.\***
- Delivery Date**      **The ability of ONLY ONE VENDOR to meet a necessary delivery date AND DELIVERY DATE IS AN URGENT CONSIDERATION**
- Follow-up Service**      **ONLY ONE VENDOR is able to make on-call repairs at a particular location.**
- Emergency**      **Urgent need for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.**
- Manufacturer Direct**      **Product or service can only be obtained from this vendor because it is from the manufacturer or from a manufacturer certified dealer/repair center.\***


Additional explain why this vendor is the only one able to provide the service/good:

The HVAC system at the community center has malfunctioned due to shorts in the wiring system. In order for staff and clients to be in a safe comfortable environment and avoiding the loss of significant public services such as hosting events for graduations, birthdays, and or weddings. Herzog is deemed the most responsive and responsible as they have assessed the issue (free of charge), currently located at City Hall and Community Center and have conducted similar work in the facility. Herzog is able to start the work as soon as 6/17/2022 and finish by 6/20/2022 for the amount of \$51,704.00

STAFF WILL PRESENT TO COUNCIL 7/5/22. 

 6/14/22

City Manager Authorization / Date

  
Name / Department

\* Attach a letter from the vendor stating they are the sole source provider of the material or service