

ONONDAGA COUNTY
EXECUTIVE DEPARTMENT-DIVISION OF PURCHASE

CONSOLIDATED SOLE SOURCE JUSTIFICATION SHEET

To be used in conjunction with PU112 - Sole source Definitions

REQUESTING DEPARTMENT: SCSD DATE: 10/7/14
REQUESTER'S NAME: Terry Woodfork PHONE: 435-4201
COST CENTER BEING USED: _____
TOTAL DOLLAR AMOUNT: _____

VENDOR NAME: Wegmans PHONE: _____

Description of goods or services being requested: To deliver/supply fruits and vegetables to 19 schools in the Syracuse City School District.

1. Please explain, why is this the only product or service that can meet the municipality's requirements? Uniqueness? Compatibility? Technical Specifications? Established Standards? Please explain in detail and provide supporting documentation if possible. Wegmans is the only company with the shoppers club card system that can provide an itemized receipt for the card holder at the time of pick-up, and can limit actual expenditures to the total amount of the associated Blanket P.O. without going over this amt.
2. What other suppliers did you contact? Did you consider other products or services with similar capabilities? Indicate the specific brands/models of competitors' products that were investigated and describe why, specifically, they do not meet some, or all, of your needs. Please include the names of the other vendors which were contacted along with phone numbers. Andy's Produce, Syracuse Banana Company, Toys Market and Price Chopper.
3. What efforts have been made to obtain the very best price possible? Why do you feel this price is fair and reasonable? Include supporting documentation to support your position, if applicable.

The Division of Purchase will review this request to recognize vendor as a sole source. The Division of Purchase has the option of rejecting this request, identifying the vendor as a one time or re-occurring sole source.

[Signature]
Department Requestor Signature

10/7/14
Date

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY AND ATTACH ALL SUPPORTING DOCUMENTATION)

ONONDAGA COUNTY
EXECUTIVE DEPARTMENT-DIVISION OF PURCHASE

SOLE SOURCE DEFINITIONS

To be used in conjunction with PU111 – Sole source Justification Sheet

In an effort to procure the required goods and services for the Municipality(ies), situations may arise, that require "Sole Source" procurement, where additional bids, although required by General Municipal Law, can not be obtained due to the nature of the goods or services being provided.

The material below should be used while executing PU111 "Consolidated Sole Source Justification" and is to provide clarification on what is a "Sole Source Purchase"

SOLE SOURCE PURCHASE: A "Sole Source Purchase" means that the good/service is unique and that the vendor, to the best of the requester's knowledge and belief, based upon the thorough research of the requester, is the only vendor from whom the good/service can be obtained

SOLE SOURCE BRAND: A "Sole Source Brand" means that only a particular brand is acceptable for a particular reason, although the required brand may be obtainable from more than one source. Something can be a "sole source brand" and still not be a "sole source purchase" if more than one dealer can provide competitive quotes.

An item can be deemed a "Sole Source Purchase" for several reasons. Several are as follows:

- **Uniqueness.** The good or service being obtained can only be requested from one manufacturer and no other manufacturers make or provide comparable products or services that will meet your needs.
- **Technical specifications.** A highly technical piece of equipment can be deemed "sole source purchase" if the technical aspects of the piece of equipment are required and necessary for your work or research and no other manufacturer can provide those required technical specifications in a similar or comparable piece of equipment.
- **Standards.** If standards have been developed in an effort to streamline municipal processes, meet departmental needs, or reduce costs, then this could be an acceptable "sole source purchase" justification. However, development of standards usually involves detailed RFP proposals and supporting documentation, which will be maintained on file in the Purchasing & Contracts Department.
- **Compatibility.** A piece of equipment can be a "sole source purchase" due to its compatibility with existing equipment. For example, if you had 10 existing Hon chairs for your conference room and one broke, you obviously would want a matching piece of furniture to replace it. This would be a case of "sole source brand", in that only one brand is acceptable as a compatible replacement. If it is to be ordered directly from the manufacturer, then it would also be a "sole source purchase". If we cannot order directly from the manufacturer, but only through various dealers of that manufacturer, then the "sole source brand" would still require competitive bids, in accordance with our bid guidelines.

Although a requesting department may view a good or service as a "Sole Source Purchase", final determination as to what may be classified as a "Sole Source Purchase" shall be at the discretion of the Purchasing & Contracts Department.

Should a good or service be classified as a "Sole Source Purchase", then documentation that supports the sole source position, shall be attached to the requisition for when you submit your order for processing to the Purchasing & Contracts Department. Failure to attach adequate supporting documentation to the requisition shall cause your order to be delayed until adequate documentation is obtained. This may include but is not limited to

- Product brochures that identify technical specs
- Federal grant documentation that shows a particular piece of equipment was required in order to comply with the grant
- RFP's that demonstrate a bid process was done previously to establish a standard
- Documentation from a prior order that establishes compatibility requirements