



**SINGLE/SOLE SOURCE JUSTIFICATION  
JUSTIFICATION FOR NONCOMPETITIVE PROCUREMENT**

This form is to be completed and submitted to provide justification for a single/sole source and/or waiver of competitive bidding for purchase of equipment, supplies, and/or services. This form along with other required documentation serves to meet requirements as set forth by City of League City's Policies and Procedures and the Texas Local Government Code Purchasing and Contracting Authority of Counties [section 252.022(7)] as it relates to competition and exemption to support noncompetitive procurements. This form is required for all noncompetitive procurements over \$3,000.00. Please complete all parts as applicable.

<b>Single Source Item:</b>	Goods or services that may be available from more than one seller but are to be purchased from a single seller for the reason(s) presented below.
<b>Sole Source Item:</b>	Goods or services that are available from only one seller for the reason(s) presented below.

Department:	Public Works
Vendor Name:	Yellowstone Landscape

**A. Description of Services or Supplies:** Yellowstone Landscape dba BIO Landscape and Maintenance is rendering services for City-wide Mowing Services. This is to exercise last option period in the amount of \$646,612.81.

**B. Identify the supporting reasons for the above selection:** *(For each block checked below, demonstrate through supporting statements that the proposed Source has exclusive qualifications, or that the nature of the acquisition requires the rationale cited. Attach supporting documents as required. Check all applicable boxes.)*

☒ **Follow-on Effort** for the continued development of a major research program, proven source, or highly specialized equipment. Other examples include Renewals of existing services such as software and maintenance licenses. *(Estimate the cost to the City that would be duplicated and how the estimate was derived). If the item was previously procured, show the date, supplier, and purchase order number.*

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**Describe:** This justification for noncompetitive procurement is to exercise the last option period of this 3-year contract. City Council approved a one year contract under competitive Bid No. 16-029. Council approved this contract with a Base One Year period and 2-12 month option year period. Original award was in the amount of \$517,554.58. Option Year Amount was \$618,575.09. This year an amount has increased to \$646,575.09. This \$28,037.72 increase was to expand services in other areas. Price quote from the vendor was received was compared to historical data of other contracts similar in scope and services and previous contract prices. Price quote is considered reasonable and increase showed a 5% increase and overall increase of 21% from original award; does not exceed aggregate threshold of 25%. The Purchasing Department hereby authorize procurement and exercise of this last option period. This is schedule to be re-competed in Spring 2019.

☐ **Unusual or Compelling Urgency** and the City would be seriously injured unless this Source is selected. Or, rapid delivery required. *(Describe the urgency of the requirement; why schedules are critical; and why only this Source can meet them.):*

**Describe:** Services is being acquired from Single Source Item (Liqui-Pro) for Emergency Roof Repairs for EMS Building FM 270. The TPO Roof Installation is being acquired as a single source for roof repair as result from damages occurred during Hurricane Harvey. Four (4) initial quotes were received and Liqui-Pro was the lowest and time frame was most favorable for the City. I categorized this as a Single Source where multiple sources have the capability but the time frame and price were factors contributing to this Emergency Repair due to the safety of the EMS Building.

☐ **Schedule Constraints Preclude Solicitation of Competitive Quotes from Alternative Sources.** Also, an emergency justification may exist if the goods or services are required to: correct or prevent an emergency health, environmental, or safety hazard; provide for the completion of special or time sensitive events; or enable the emergency repair or emergency





replacement of existing equipment essential for daily operations. *(Describe how award to another source would result in unacceptable delays).*

Describe: \_\_\_\_\_

☐ State/Federal Government Directed: The State/Federal Government identify a source by name, in writing, as the source for goods and services, or source. *(Provide circumstances and provide verifiable evidence from the Sponsor/Government Contracting Officer):*

Describe: \_\_\_\_\_

☐ Proprietary Item: This one Source possesses proprietary rights (patent or copyright) essential to performance, and such rights are the principal basis for the noncompetitive award. Or, existence of limited rights in technical or proprietary data, patents, copyrights, or secret processes, trade secrets, or other intellectual property available from only this Source.

(Describe): \_\_\_\_\_

☐ Economically Justified. Source, COLC, or the State & Federal Government has a substantial investment. An economic justification relieves COLC of additional expenses that would result from NOT making the purchase; use of another supplier would result in incompatibility with existing conditions; and/or require considerable training, time and money; the goods or services are being used in ongoing long-term projects; the total cost of ownership is less than purchasing the item from the low bidder(s) *(Describe how cost to qualify new source outweighs savings):*

Describe: \_\_\_\_\_

☐ Source is unquestionably the Predominant Expert in this field; has special facilities or highly specialized experience. *(Explain why the proposed supplier is the only capable source.):*

Describe: \_\_\_\_\_

☐ Interlocal contract for cooperative purchases administered by a regional planning commission established under Chapter 391. *(Explain why the proposed supplier and the interlocal agreement utilized.):*

Describe: \_\_\_\_\_

☐ Other Factors not listed above: *[i.e. An explanation of why the requirements, specifications, engineering descriptions, statements of work, or purchase descriptions suitable for full and open competition have not been developed, or are /not available. Brand name specific is an example for this selection.]*

Describe: \_\_\_\_\_

### C. RECOMMENDATION AND JUSTIFICATION APPROVAL

Based on my knowledge, analysis and search, I recommend the above Source to perform this work. "I certify that the facts stated above are true and correct to the best of my knowledge."

Department Director (Signature)	Date
	9-12-18
Typed Name	Email/Telephone
Jody Hooks	jody.hooks@leaguecitytx.gov 281-554-1321
Purchasing Manager Approval	Date
	9/11/18
Typed Name	Email/Telephone
Alfred C. Turner	Alfred.turner@leaguecitytx.gov 281-554-1370