

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE BID PURCHASE JUSTIFICATION

Required for all sole source acquisitions in excess of \$5,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered.
Department Head approval is required.

Requesting Department Information

Department: _____	Index Code: _____	
Contact Name: _____	Subobject: _____	User Code: _____
Telephone: _____	Fax: _____	

Required Supplier / Vendor Information

Vendor / Supplier Name: _____	Vendor / Supplier Address: _____
Contact Name: _____	_____
Estimated Purchase Price: _____	Vendor / Supplier Email Address: _____
Telephone: _____	Fax: _____

Provide a brief description of the acquisition, including all goods and/or services the vendor/supplier will provide:

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Department Head: Please see attached electronic approval _____
Signature _____ Date _____

Purchasing Agent: _____
Signature _____ Date _____

Board of Supervisors:
Date: _____
Item: _____

Buyer Assignment:
Assigned To: _____
Date: _____

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition.)

2. Provide the background of events leading to this acquisition.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

5. What market research was conducted to substantiate no competition, including evaluation of other items consider? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

2. Describe any cost savings or avoidance realized (1 time or on-going) by acquiring the goods/services from this supplier.



Chelsea Edman <chelsea.edman@edcgov.us>

Items for Approval and Signature

3 messages

Chelsea Edman <chelsea.edman@edcgov.us>
To: Creighton Avila <creighton.avila@edcgov.us>
Cc: Vickie Sanders <vickie.sanders@edcgov.us>

Wed, Apr 15, 2020 at 8:22 AM

Hi Creighton,

I hope you are doing well. I wanted to touch base with you regarding a few items for approval.

First, Hillary informed me that you currently have two requisitions for approval in NeoGov, one for the Parks and Trails Maintenance Worker position and one for the extra help Admin Tech position.

Secondly, I have attached two documents below that require your signature. The first is the Veerkamp contract 4789 for support services on the Rubicon Trail. The second is a sole source form for a tank for the pumper truck.

Please let me know if you have any questions. Have a great day!

Thank you,

Chelsea Edman

Department Analyst
County of El Dorado
Chief Administrative Office
Parks Division
530.621.6060

2 attachments

 **Final Agmt 4789 Veerkamp for Creighton's Signature.pdf**
205K

 **Noncompetitive Bid Justification Form Crescent Tank.pdf**
74K

Chelsea Edman <chelsea.edman@edcgov.us>
To: Creighton Avila <creighton.avila@edcgov.us>
Cc: Vickie Sanders <vickie.sanders@edcgov.us>

Mon, Apr 20, 2020 at 8:59 AM

Good morning Creighton,

I hope you are doing well. I was hoping to follow up on the sole source and the Veerkamp agreement.

Thank you,

Chelsea Edman

Department Analyst
County of El Dorado
Chief Administrative Office
Parks Division
530.621.6060

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Creighton Avila <creighton.avila@edcgov.us>
To: Chelsea Edman <chelsea.edman@edcgov.us>
Cc: Vickie Sanders <vickie.sanders@edcgov.us>

Tue, Apr 21, 2020 at 2:59 PM

The sole source is approved.

Creighton
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Creighton Avila
Deputy Chief Administrative Officer
Chief Administrative Office
El Dorado County Government
530-621-5153

Creighton.avila@edcgov.us

<https://www.edcgov.us/>

