



CITY OF GRIFFIN

SOLE BRAND*/SOLE SOURCE JUSTIFICATION

Request Type and Details					
<input type="checkbox"/> Sole Brand* – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. If not available in GA or a 100 mile radius, it will be treated as a sole source purchase.					
<input checked="" type="checkbox"/> Sole Source – The item(s) requested has necessary features and is available only from a single manufacturer or from a single dealer with exclusive distribution rights. Sole source justifications should be confirmed annually.					
Provide a short description and identify the make and model of the item requested: Menzi Muck					
Identify the efforts made to locate other sources: There is only one competitor.					
Vendor/Source Name/Address: Reynolds-Warren Equipment Co, 1945 Forest Pkwy, Lake City, GA 30260					
Vendor/Source Contact: Brian Meissen		Phone: 404 361 1563			
Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name): Menzi Muck M540 4x4 Walking Excavator					
Exclusive Capability: Provide a detailed description of proposed source's unique capabilities and/or performance of work and why this is the only source. This is a walking excavator to be used in detention pond and stream bank repair situations. There is only one other manufacturer of walking excavators, Kaiser. Kaiser's service center is in Florida, whereas Menzi's in the Atlanta metro area.					
Requestor Information					
<i>I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit.</i>					
Date of Request: 8/31/16		Requestor: James Moore			
Department: SW	Dept Accting Code: 560 4720	Phone: x616			
Purchasing Use Only ↓					
Date Processed:	Date Posted to GPR:	Bid #:			
Outcome:					
Awarded Sole Source	Issued PO/Contract	Competitive Bid	Number of Protests		

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases will be treated as sole source if there is only one dealer within the State of Georgia or 100 mile radius of Griffin (whichever is less).

Sole Brand Guidelines

Sole brand items have unique performance features not found in other items but are available on the open market from multiple sources.

Sole Brand purchasing is an exception to the procurement policies. Such requests should not be made unless you are certain there is a valid requirement and adequate documentation to qualify for this exception. The brand name procurement request must clearly demonstrate that the acquisition of the brand name product is:

1. Unique and essential to the department's requirements, thereby precluding consideration of a product manufactured by another company, or
2. Required to match other similar product already in place and the use of an alternate product would cause the department to incur substantial additional costs, and you provide specific information regarding the equipment you are matching.

In order for a request to be considered for Sole Brand, the justification form must be completed and signed. This justification will remain on file for review by auditors.

Factors which do not apply to Sole Brand:

1. Personal preference for the product or vendor.
2. Lack of advance planning.
3. Concerns related to the amount of funds (spending before they expire).
4. Explanation for the actual need and basic use of the item, unless the information relates to the request for unique factors.
5. The statement "No Substitution" will not be considered without completion of the justification.

Sole Source Guidelines

Sole source items have unique performance features not found in other items AND are only available from a single manufacturer or dealer with exclusive distribution rights.

Sole source purchasing is an exception to the procurement policies. Such requests should not be made unless you are certain there is a valid requirement and adequate documentation to qualify for this exception. The sole source procurement request must clearly demonstrate:

1. That there is only one source or only one supplier within the predetermined radius that can provide the goods or services in accordance with the requirements of the department.
2. The existence of limited rights in data patent rights, copyrights or secret processes make the supplies or services available from only one source. Note – the mere existence of such rights do not justify a sole source.
3. Addition of new work that was not within the scope of (or incidental to) the original contract scope of work, either as part of the base contract or as an option, is subject to sole source justification.
4. To match and 'intermember' is an acceptable justification of sole source when you provide specific information regarding the goods/equipment you are matching.

In order for a request to be considered for Sole Source, the justification form must be completed and signed. This justification will remain on file for review by auditors.

Factors which do not apply to Sole Source:

1. Personal preference for the product or vendor.
2. Lack of advance planning.
3. Concerns related to the amount of funds (spending before they expire).
4. Explanation for the actual need and basic use of the item, unless the information relates to the request for unique factors.
5. The statement "No Substitution" will not be considered without completion of the justification.