

City of North Richland Hills
Sole Source/Sole Brand
Justification Form

INSTRUCTIONS FOR JUSTIFICATION FORM

1. Form to be used along with Departmental Purchase Requisition. It is used for the purchase of products/services that are only available from one source.
2. Preparation of the form:
 - a. Assign corresponding Departmental Purchase Requisition number.
 - b. Provide Estimated Price.
 - c. Provide name, manufacturer and model number of item being purchased or the services to be purchased.
 - d. Provide description of requested items or services.
 - e. Select reason for Sole Source/Sole Brand purchase.
 - f. Indicate an explanation of the need for the sole-source (part/parts of the specifications which restrict the purchase to one product, manufacturer or provider).
 - g. Indicate the reason competing products or services are not satisfactory. Attach supporting documentation for the sole source justification.
 - h. Obtain appropriate authorized signatures.
 - i. Submit the form and supporting documentation to the Purchasing Office.

NOTE: Prior to committing a Purchase Order for the product or service, the justification must be reviewed and approved by the Purchasing Manager or his/her designee.

Sole Source/Sole Brand Justification Form

Complete this form when only one source is available for goods or services requested or when only one product will meet your needs. Respond to all questions that apply. Please complete and forward it to the Purchasing Department, along with Sole Source letter provided by vendor. If more space is needed, please attach additional page(s).

PURCHASE INFORMATION

1. Provide Estimated Price.

100,000.00

2. Provide name, manufacturer, and model number of item being purchased or the services to be purchased.

Wheco Controls

3. Provide Description of requested items or services and their purpose(s). Add additional sheet if needed.

Wheco provides all services and hardware to the Supervisory Control and Data Acquisition (SCADA) system. This system controls the water and wastewater distribution/collection systems. Wheco provides routine and emergency service calls.

4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider.
☐ Only local distributor for the original manufacturer or provider.
☐ Only known item or service matching the requested needs or performing the intended task.
☒ Sole provider of a licensed or patented good or service.
☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
☐ Sole provider or factory-authorized warranty service.
☐ None of the above applies (Please attach a detailed explanation and justification for this sole source request.)

5. Explain why the product or service requested is the only one that can satisfy your requirements.

Wheco Controls designed, installed and programmed the City of North Richland Hills SCADA system.

6. Identify other sources reviewed and why they are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary purchase.

Josh Oler

Print/Type Name

Utility Superintendent

Print/Type Title

Public Works

Department

Department Director's Signature

Date

Telephone Number

PURCHASING USE ONLY

Approved by:

Date:

Purchasing Manager (or designee)