

B. BRAND NAME & SOLE SOURCE PROCUREMENTS

PURPOSE

It is the policy of the City of Redlands to create opportunities for competition to arrive at the most economical price when acquiring supplies, materials, and equipment. However, the City recognizes the operational need for brand name and single/sole source purchases. This policy outlines the process for requesting a brand name or sole source procurement. The Purchasing Agent or his/her designee shall determine in writing based on the justification submitted from the requesting department whether a request for a brand name or sole source procurement for supplies, materials, and equipment is appropriate and then recommend approval to the City Manager or City Council. The justification must include significant costs savings or other significant benefits (i.e. enhanced project timeline, quality, compatibility, functionality etc.) in accordance with the City Municipal Code 2.16.010

POLICY

When the City Department Director certifies, in writing, to the Purchasing Agent that procurement can only be obtained from a sole source, or timely from a single source, and the Purchasing Agent is satisfied that the best price, terms and conditions have been negotiated; single or sole source procurement for goods, services or construction greater than five thousand dollars (\$5,000.00) and less than or equal to thirty thousand dollars (\$30,000.00) requires the approval of the City Manager, and approval of the City Council for single or sole source procurement in excess of thirty thousand dollars (\$30,000.00)

SINGLE SOURCE PURCHASE: A purchase where it can be substantiated that a commodity or service can be obtained from one vendor or, contractor or professional service provider which often is the "single" representative of the manufacturer or principal company. "Single source" purchases frequently involve a vendor or, contractor or professional consultant whose product or service is discernibly distinguishable from all others in the market and singularly meets all significant elements of the City's requirement. In this context, "single" means "the one among others".

SOLE SOURCE PURCHASE: A purchase where it can be substantiated that a requirement involves commodity or service provided by only one vendor, contractor or professional service provider which has exclusive rights (e.g., rights to data, patent or copyright, proprietary interests or secret processes) to the manufacturing of the product or service. "Sole source" requirements must withstand the questions of: a) is the commodity or service the only of its kind which can fully satisfy the requirement, and b) the commodity is available from one, and only one, source. In this context, "sole" means "the only one".

INSTRUCTION FOR CITY EMPLOYEES:

For complete purchasing guidelines, procedures and forms, please refer to the internal "Purchasing Guidelines" folder on [J:\Purchasing Guidelines](#).