

**EXHIBIT****"A"****City of Round Rock Purchasing  
Justification Form**

<b>Date:</b>	17 August 2020	<b>Department Name:</b>	FIRE
<b>To:</b>	Purchasing	<b>Requestor Name:</b>	Karen Johnson
		<b>Phone Number:</b>	218-3203

Instructions: Complete this form for all purchases that will exceed \$3,000 and will be exempted from competition as prescribed in Texas Local Government Code Chapter 252.022. Attach additional information as needed to support the exemption request.

The City declares the competitive bidding procedures in Texas Local Government Code Chapter 252 to be exempt for this procurement. This Justification Form is executed and filed with the Purchasing Division as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this purchase.

Please check the criteria listed below that applies to this purchase request:

☒ Sole Source (check one)

- ☒ Items that are available from only one source because of patents, copyrights, secret process, or natural monopolies.
- ☐ Films, manuscripts or books.
- ☐ Gas, water and other utilities.
- ☐ Captive replacement parts or components for equipment
- ☐ Books, papers and other library materials for a public library that are available only from the persons holding the exclusive rights to the materials

☐ Public Calamity

- A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.

☐ Public Health and Safety

- A procurement necessary to preserve or protect the public health or safety of the municipality's residents.

☐ Unforeseen Damage

- A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

☐ Personal, Professional or Planning Services

- A procurement of personal, professional, or planning services

2. Justification: Describe in detail below why an exemption according to Section 252.022 of the Local Government Code is being submitted for this purchase. (Attach additional pages if needed)

Invitation for bids were recently solicited for firefighting turnout gear cleaning, inspection, and repair services for the City of Round Rock Fire Department. After publication it was discovered that Globe Manufacturing has unique relationship with Gear Cleaning Solutions(GCS). GSC is the only provider in the state of Texas authorized by Globe to repair and to perform limited warranty the work on Globe gear. The Fire Department purchases anywhere from 30-40 sets of Globe Turnout Gear annually and a large number, even a majority of the departments gear is still under warranty.

3. Attach and submit the following documentation that supports this justification as applicable.
- Vendor's proposal/quote.
  - If sole source a Manufacturer's letter declaring the purchase is sole source and why. The letter should be no older than 6 months old and signed by an authorized representative on company letterhead.
4. Because the above facts and supporting documentation the City of Round Rock exempts this procurement from LGC Chapter 252 and intends to contract with:

Vendor Name:	Gear Cleaning Solutions (GCS)
Description:	Turnout Gear Cleaning, Inspection and Repair Services

5. Check the purchase type and fill in the dollar amount and purchase term as applicable

☐ This is a one-time purchase request for \$ \_\_\_\_\_


☒ This is a term contract request for 60 (# months) in the amount of \$ 266,740.10

Recommended  
By

  
Requestor

8/18/2020  
Date

Approved  
By

  
Department Manager, Asst Director or Director

8/18/2020  
Date

Purchasing Office  
Review

  
Purchaser

8/21/20  
Date

Purchasing Office  
Management Review

  
Purchasing Supervisor/Manager (over \$50,000)

8/21/2020  
Date