**Sole Source Purchases Determination**
***CSG Consultants ● $154,137 ● Building Inspector and Building Plan Review***

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**BACKGROUND:** The City of Capitola Purchasing and Procurement Policy (Administrative Policy III-4), requires three telephone quotes whenever feasible for purchases between $5,000 - $25,000. The Policy also requires a formal RFP bid procedure for purchases over $25,000. The policy conditions for Sole Source (Section II) purchases that are exempt from the competitive process.

**DISCUSSION:** The contract with the CSG Consultants for Building Plan Review and Staffing in the amount of $74,596 for the remainder of Fiscal Year 2021/2022 and $29,340 for Fiscal Year 2022/2023, is a qualified sole source purchase within the City Administrative Policy III-4 Section II.

**Policy Section B1: Materials, Supplies & Equipment:**

_____ (a ) Definition. Sole source purchases are used where no secondary source is reasonably available precluding the use of a competitive process.

**Policy Section B2: Consultant or General Services:**

__X__ (a.) In the case where a consulting firm has satisfactorily performed the previous stage of a project (e.g. a pre-design), or has acquired extensive background and working knowledge, the firm may be selected for follow- up work without solicitations from other firm upon written justification and recommendation of the department head and approval by the City Manager or designee.

_____(b.) If a firm is a highly recognized authority in a field or specialty, or has unique specific knowledge regarding the project, then the firm may be selected without other solicitations for contracts and upon written justification and recommendation of the department head and approval by the City Manager or designee.

_____(c.) Upon those infrequent occasions when confidence in the consultant and quality of service are important.

*CSG Consultants has provided the City of Capitola with building plan review and staffing services for the three years. Their staff has acquired extensive working knowledge of the Capitola building review system, inspection services, and computer systems.*

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| Katie Herlihy, Community Development Director Date | Jamie Goldstein, City Manager Date |