

## PURCHASE ORDER/QUOTE FORM

NOTE: All requisitions must be entered in Oracle and approved prior to the department making the purchase.

Requester Name:	Tracey Cox	Dollar Thresholds:	Select value of purchase below.
Date Quotes Obtained:	3/1/2022	No Competition Required:	<input type="checkbox"/> Below \$5,000.00
Date Goods Are Required:	ASAP	Formal Written Quotes:	<input type="checkbox"/> \$5,000.00-\$29,999.99
	Police Vehicles	Informal Bid Process:	<input type="checkbox"/> \$30,000.00-\$89,999.99
Reason For Purchase:		Formal Bid Process:	<input type="checkbox"/> \$90,000.00 and above

If alternate purchasing policy other than those listed in section entitled "Dollar Thresholds" was followed, check appropriate box below for policy followed and provide applicable justification(s).

NC State Contract (NSC): (Select top box if you are utilizing the state contracted quote. Select the second box if you are selecting an alternative quote based on the listed acceptable criteria.)	<input checked="" type="checkbox"/>	NC State Contract #: *Vendor must reference contact # on the quote.	NC Statewide Vehicle Contract 070A
	<input type="checkbox"/>	Non-State Contract Quote Comparison Option (Justification Required): *After obtaining NSC quote, a non-NSC quote may be utilized if price or timeline are overriding considerations. Product offerings must otherwise be identical. Must be approved by Finance. This only applies for purchases below \$30,000.00.	
Group Purchasing Program (aka Cooperative Agreement Contract):	<input type="checkbox"/>	Contract Name, Number, and Other General Information:	
Blanket PO:	<input type="checkbox"/>	Justification Required:	

**Waive Competition:** (Select basis for waiving competition in the field below. SELECT ALL THAT APPLY AND PROVIDE THOROUGH WRITTEN JUSTIFICATION FOR EACH BASIS BELOW. An \* indicates City Council approval is required for purchases \$30,000.00 or greater. Other documentation may also be requested.)

- ☐ Where performance or price competition is not available. Sole source letter from vendor is required.\*
- ☐ Where a needed product or service is available from only one source of supply. Sole source letter from vendor is required.\*
- ☐ Where emergency action is required due to present, immediate, and existing special emergency involving public health and safety of people or property.
- ☐ Where standardization or compatibility is the overriding consideration.\*
- ☐ Where personal or particular professional services are required.
- ☐ Where a product or service being sourced from a nonprofit work center for the blind or severely disabled, and there are overriding considerations for its use.
- ☐ Where additional products or services are needed to complete an ongoing job or task.
- ☐ Where equipment is already installed, connected and in service, and it is determined advantageous to purchase it.
- ☐ Where a purchase is being made and a satisfactory price is available from a previous federal, state, or local government agency's contract in the U.S. within the previous 12 months. This is contingent on the contractor's willingness to extend the same or more favorable prices, terms, and conditions. This is known as Piggybacking.\*
- ☐ Where a purchase is being made for gasoline, diesel, fuel alcohol fuel, motor oil, fuel oil, or natural gas.
- ☐ Where construction/repair work undertaken during the progress of a competitively bid project that is within the scope of the original project.
- ☐ Where a purchase is being sourced directly from another federal, state, or local government anywhere in the U.S.
- ☐ Where used good(s) is available on short notice and subject to prior sale. This includes items sourced from both public and private entities. Remanufactured, refabricated, or demo goods are not included under this allowance of waiving competition.

Justification Required:	This software is only available from this vendor. Sole source letter is attached.
-------------------------	---

**Single Brand Convenience:** (Select basis for the brand specific nature of this request in the field below. SELECT ALL THAT APPLY AND PROVIDE THOROUGH WRITTEN JUSTIFICATION FOR EACH BASIS BELOW. If this brand is only sold by one source, the "Waive Competition" field should also be filled out.)

- ☐ Where the desired product must be compatible with or is an integral component of the existing equipment or products or where prequalification of products is necessary to support specific needs of a program.
- ☐ The product is covered by a patent or copyright; when the product must yield absolute continuity of results.
- ☐ The product is one with which a user has had extensive training and experience, and the use of any other similar piece of equipment would require considerable reorientation, training, and funding.

Justification Required:	The software is copyrighted, and specific to Chief Myhand's plan to evaluate personnel.
-------------------------	---

Vendor Name	Vendor 1:	Vendor 2:	Vendor 3:
	Performance Automotive		
Total Quote	242,169.64		

We have filled out the vehicle request form and submitted it online, however we do not need assistance in finding vehicles, we already have 7 on pre-order. These vehicles are on NC State contract. They will be equipped once they arrive to our upfitter.