



## CITY OF MILPITAS AGENDA REPORT (AR)

<b>Item Title:</b>	<b>Receive and Review the FY 2020-21 Annual Report of Sole Source Contracts</b>
<b>Category:</b>	Consent Calendar-Leadership and Support Services
<b>Meeting Date:</b>	8/17/2021
<b>Staff Contact:</b>	Lauren Lai, Finance Director, 408-586-3111
<b>Recommendation:</b>	Receive and review the FY 2020-21 annual report of Sole Source Contracts

### **Background:**

The Purchasing Agent is authorized by the City's municipal code to make sole source determinations after conducting a good faith review of available sources and concluding that only one procurement source (vendor) for the desired product or service is available. Following past practice, the Purchasing Agent approves sole source purchases up to \$100,000.00 and the Council approves sole source purchases above \$100,000.00 based on the Purchasing Agent's recommendation.

Per Title I, Chapter 2, Section 3.06 of the Milpitas Municipal Code, staff shall provide annually to the City Council a list of all sole source contracts executed or renewed during the past fiscal year not later than August 31. This agenda report transmits the information required in an attached list of sole source purchases and renewals including department, description of the purchase, vendor, and amount.

### **Analysis:**

During the reporting period, 34 sole source contracts or purchase orders amounting to \$470,001.26 were entered into or renewed on behalf of six departments. The attached report groups contracts or purchase orders executed or renewed by department and provides relevant information for items such as the contract or purchase order date, vendor name, short product description, and dollar amount.

Sole Source purchases are approved for various reasons. Some of these reasons are outlined below with some examples for these Sole Source purchases and the vendors' name in parenthesis.

1. The product is a "one of a kind," the manufacturer, distributor, or company is the only authorized source for the product or service. Notable examples:
  - a. Online investigative database (LexisNexis)
  - b. Channel Monster Grinder (JWC Environmental)
2. The sole source justification is based on matching existing equipment for the proper operation of the equipment or City Program. Notable examples:
  - a. AEDs for Patrol Vehicles (Stryker Medical)
  - b. Badger Water Meters (National Meter & Automation)

### **Fiscal Impact:**

Not applicable

**California Environmental Quality Act:**

Not applicable

**Recommendation:**

Receive and review the FY 2020-21 annual report of Sole Source Contracts.

**Attachment:**

FY 2020-21 Sole Source Report