

Procurement Method Report

Sole Source / Inadequate Competition

Use this form for Procurements (purchases/orders) that are Sole Source or Inadequate Competition.

Recipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

Note: *this is not the same as a purchasing contract, if using a purchasing contract please use the appropriate form.*

Department/Project: Skagway Police Department/ Purchase of Patrol vehicle

Grant Name: USDA Forest Service Secure Rural Schools Title III Funding **Grant CFDA #:** _____

Procurement Method (per each Purchase/Order)

This may include multiple invoices for each purchase or order.

NOTE: *This procurement requires Borough Manager and Assembly approval.*

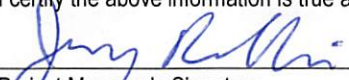
Sole Source/Inadequate Competition	
Vendor:	Swickard Chevrolet
Purchase Amount:	\$42,310.00
<p>Justification for Vendor Selection – Provide justification for Vendor Selection in the below box. Please include any written supporting documents providing justification for vendor selection. Explanations of exemptions must contain findings of fact. Evidence must be included, consisting of material facts sufficient to independently determine that the findings of fact listed are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate. Itemized listings of findings of fact and material factual evidence should be included or attached.</p>	
<p>The Tahoe was purchased by another Police Department and they backed out of the purchase. NO other Police Package tahoe's have been available in this state or the lower 48. I was advised by the dealer in Colorado that there was a low production this year because of Covid and all of the 2023 models had been spoken for.</p>	

System for Award Management (SAMS) report is required for selected vendor

SAMS Report is a Mandatory Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

Certification

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.


 Project Manager's Signature
 Jerry Reddick Chief Of Police
 Printed Name and Title

04/06/2023
 Date

Submit signed form with supporting documents to Borough Manager for Assembly approval

FOR MUNICIPAL OFFICE USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date
Authorized Representative			Date
Assembly Approval (attach meeting minutes) Date:			

Guidance for Procurement Method

(For reference purposes only)

Single Source or Non-Competitive Evidence Guide

- Single source requests must be submitted with **written evidence to support the request.** (SMC 4.05.060 (A.3))
- Examples of subject matter experts as used below could be a **program manager/director, division director, IT manager, or other high-level support staff for the program/project.**
- Evidence requirements can and will vary from request to request and the below is not intended to be an all-inclusive list.

Proprietary Product or Service

Least Complex

- Written testimony from the Program Manager and/or subject matter expert(s) clearly describing:
 - Their name, title, and experience with the program and why this qualifies him/her to speak authoritatively on the matter.
 - Why the product or service is needed.
 - Why the proprietary product or service is the only one that will work for the program.
 - Quantified potential time and/or cost impacts if the product or service were not purchased, like:
 - Costs to transition to another product that outweigh any potential savings.
 - Investments made in the current product – training, specialized equipment, etc. – that would be lost.
 - Voiding existing equipment warranties or maintenance agreements.
 - Lack of compatibility.
 - Why using a competitive process is not practical.
- Written testimony from the vendor clearly describing:
 - They are the only source of the proprietary product or service.
 - They do not offer their product or service through dealers or resellers or, if they do, that the pricing through a dealer or reseller would be the same or higher.
- Any documentation and/or records that support an existing agency standard.
- Copies of any previously approved documents directly related to the project.

Unique Skill/Knowledge

- Documented research that demonstrates why it's not practical to compete the services. Web search results are often used.
- Online or newspaper posting stating the intent to award a single source contract, describing the services, and seeking additional vendors and results.
- Written testimony from the Program Manager and/or subject matter expert(s) clearly describing:
 - Their name, title, and experience with the program and why this qualifies him/her to speak authoritatively on the matter.
 - Why the selected vendor's unique skills and/or knowledge is the best for the program.
 - Quantified potential time and/or cost impacts if a different vendor were selected, like:
 - Impacts to data/research already performed.
 - Taking longer to perform the work.
 - Needing X number of hours to come up to the same level of expertise as the requested vendor, costing the state Y amount more.
 - Why using a competitive process is not practical.
- Written testimony from the vendor clearly describing their unique skill or knowledge and how they came to possess it. (Resume, CV, references, sample work, etc.)
- Written testimony from other vendors or third parties describing their inability to provide the same unique skill or knowledge and/or supporting the requested vendor.
- Copies of any previously approved documents directly related to the project.

Guidance for Procurement Method

(For reference purposes only)

Sole Source OR a single vendor response to a non-competitive bid

Recipients Guidance:

Must obtain Borough Manager & Assembly pre-approval prior to execution of this type contract (regardless of amount)

Justification:

Must explain why vendor was chosen by completing Justification block.

Procurement Method:

1. Before selection of firm or vendor submit copies of solicitation, and response to Borough Manager for review and approval.
2. Provide all written supporting documents providing justification of sole source or single vendor selection.
3. **Send to Borough Manager for Assembly approval prior to purchase.**

Award:

Must be within accordance of the specifications and award criteria in the solicitation to the responsive, responsible bidder and justification of sole source or single vendor selection.

Regulations:

Alaska Statutes, Code of Federal Regulations, Skagway Municipal Code

Alaska Statutes, Title 36 Chapter 30

Alaska Administrative Code, Title 2 Chapter 12

2 C.F.R. § 200.320 (f): Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

Skagway Municipal Code, Title 4 Chapter 5

SAMS Report is a Mandatory Action

Recipient Instruction:

Check the federally debarred/suspended vendors at System for Award Management at www.sam.gov prior to execution of any procurement or contract (regardless of amount).

Entity Information Search Results 0 Total Results

Filter by:

Keyword (ALL)

"Swickard Chevrolet"

Status

Active,Inactive

TO:	Mayor and Borough Assembly
FROM:	Brad Ryan, Borough Manager
DATE:	April 4, 2023
SUBJECT:	Initiating Use of Title III Forest Receipt Funds

The Police Department would like to purchase a Police Package 2023 Tahoe with Title III Forest Receipts funds. There is currently \$115,506 available in Title III Forest Receipts budgeted for use in the FY23 Police budget. The purchase of the Tahoe will not utilize all of these funds.

Please see the attached photos and spec sheet for the vehicle. The Tahoe was originally ordered by the City of Wasilla, but they backed out of the order and the vehicle is now available for purchase.

Initiating use of these funds for this type of purchase is allowable with Assembly approval. If the use is initiated at this meeting, the Assembly will vote to approve the actual purchase at a future meeting.

I would like to request that the Assembly consider the following motion:

“To approve initiating use of Title III Forest Receipt funds on law enforcement patrol equipment related to search and rescue and other emergency services.”



Vehicle Locator

Detail Report for Customer

SWICKARD CHEVROLET BUICK GMC OF ANCHORAGE
 1300 E FIFTH AVE, ANCHORAGE, AK, 99501
 907-279-9641

Customer/Company: City of Wasilla Sales Consultant: Daniel Bacon
 Address:

Vehicle #1: 2023 Chevrolet Tahoe	VIN/Order #	MSRP	Stock #
	BZMMN4	N/A	N/A
Additional Vehicle Information			
GM Marketing Information			

Body Style: CK10706-4WD

PEG: 1FL-Commercial / Fleet Preferred Equipment Group

Primary Color: GXD-Sterling Gray Metallic

Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim

Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T

Transmission: MHU-Transmission, 10sp, 10L80 Gen 2

*3 each @ \$42,310
 Special Service Package
 En route to Anchorage*

- | | |
|---|---|
| <ul style="list-style-type: none"> Options: 1FL-Commercial / Fleet Preferred Equipment Group 5J1-Calibration, remote ext. lights/horn disable (SEO) 5J3-Calibration, Surveillance Mode Int. Lighting (SEO) 5J9-Calibration, Taillamp Flasher, Red/White (SEO) 5LO-(SEO) Calibration, taillamp flasher, Red/Red 5W4-Vehicle-Special Service, Municipal (SEO) 5Y1-Seats, Driver/Pass Front Individual, No Console (SEO) 6C7-(SEO) Lighting, Red/White front, aux dome 6E8-Fleet Common Key System (SEO) 6J7-(SEO) Flasher System, Headlamp and taillamp 6N5-(SEO) Rear Window Switches, Inoperative 6N6-(SEO) Rear Door Locks, Inoperative 7X3-(SEO) Spotlamp, Left-hand LED 9G8-(SEO) Daytime Running/Headlamp Control Delete A2X-Power Seat Adjuster (Driver's Side) AMF-Remote Keyless Entry Package ATD-Seat Delete: Third Row ATH-Keyless Open & Keyless Start ATZ-Seat delete, second row AU7-Key common, fleet AY0-Airbags-frontal, front seat side-impact and roof-rail AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature BCV-(SEO) Calibration, Rear Door Auto Lock Disable BG9-Floor Covering: Rubberized Vinyl, Black BTV-Remote Engine Starting Pkg BVE-Assist Steps, Black C6H-GVW Rating 7500 Lbs CJ2-Climate Control, Electronic - Multi-zone DLF-Mirrors, O/S: Power, Heated FE9-Federal Emissions GU5-Rear Axle: 3.23 Ratio GXD-Sterling Gray Metallic H1T-1WT/1FL-Cloth, Jet Black, Interior Trim IOR-Chevrolet Infotainment, 7" Color Screen | <ul style="list-style-type: none"> K34-Cruise Control KC4-Cooler, Engine Oil KI4-120 Volt Electrical Receptacle, In Cab KNP-Transmission Cooling System KX4-Alternator, 250 AMP L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T MHU-Transmission, 10sp, 10L80 Gen 2 N37-Steering Column, Manual Tilt & Telescoping PZX-Wheels: 18" Aluminum with high-polish finish QDF-Tires: 265/65 R18 All Season, Blackwall R6J-Ship Thru Code Acknowledgement RC1-Skid Plate T8Z-Buckle-To-Drive TB4-Liftgate, Rear, manual U2J-SiriusXM Satellite Radio, Delete UD5-Parking Assist, Front & Rear Sensors UDD-Driver Info Display UE1-OnStar Communication System UK3-Radio Controls -Steering Wheel USR-USB Data ports, 2 within center console UT7-(SEO) Ground studs, aux, cargo area inside liftgate UTQ-(SEO) Content Theft Alarm Disable UVB-Rear Vision Camera, HD V53-Luggage rack side rails - none V76-Recovery Hooks VGC-Paint Protector Film for Shipping VK3-Front License Plate Mounting Provisions VPV-Ship thru charge: Kerr Industr., Arlington, TX VQ2-Holdback N/A, Dealer Fleet Assistance WUA-Fascia, Front, custom YK6-SEO Processing Option Z82-Trailer Package ZW7-Suspension Package, Premium Smooth Ride |
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Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.





