

EXCEPTION TO COMPETITIVE BIDDING FORM

VENDOR NAME: Polk Mechanical Company

DATE: 5/15/17

ESTIMATED TOTAL COST:
\$ 46,667.00

This form must accompany the purchase document whenever an exception to the competitive bidding or internal purchasing process is requested. State and local laws subjects the City of Allen to competitive bidding rules. The Purchasing Manager or authorized designee will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

Please check all applicable categories and provide additional information where indicated:

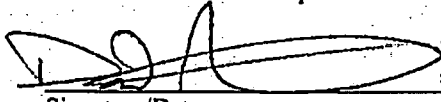
- ☐ Sole Source is the selection of one supplier to the exclusion of all others. This decision may be based on lack of competition, proprietary technology, copyright or a supplier's unique capability.
- ☐ The requested product is an integral repair part or accessory compatible with existing equipment.
- ☐ The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- ☐ Repair/Maintenance service is available only from manufacturer or designated service representative.
- ☐ Upgrade to or enhancement of existing software is available only from one manufacturer.
- ☐ Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.
- ☒ EMERGENCY
 - o 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 the municipality;
 - o a procurement necessary to preserve or protect the public health or safety of the municipality's residents;

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

Provide a detailed exception and attach supporting documentation:

See Attached

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

 5/15/17

Signature/Date

David Angeles

Printed Name

Parks & Rec / Allen Event Center

Department Name

Assistant Director

Title

PURCHASING APPROVALS

Contract Administrator/Buyer Approval

Date

Diana Morris

May 17, 2017

Purchasing Manager Approval

Date