



JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)

SECTION A

Department: *Atlanta-Fulton Public Library System*

Department Contact: *James B. Jones*

Description of Supplies/Services: *Reference directories listing addresses and telephone numbers.*

Demonstration of Contractor's Unique Qualifications:

Indicate the category for the basis of award of a contract without competition: Category H

Describe what work the contractor has been performing: Haines provides reference directories which lists addresses and telephone numbers for the Atlanta metropolitan area.

Describe the contractor's unique qualifications to perform the work/provide the service: Haines has provided crisscross and other directories for 80 years. These directories are standard print reference sources in public libraries.

Indicate whether the item was originally procured through a competitive process: No.

Indicate the problem or impact to the County if this item is not approved: These directories are heavily used by the Library's patrons because they provide information by address and phone number, as well as profiles of neighborhoods and cross-street information that cannot be found elsewhere. Citizens needing address or telephone information to locate a person or business often refer to these directories. If the library did not provide these directories, this information would not be available to the public.

Include documentation from Contractor citing the justification: A sole source letter from the contractor is included.

(Section B must be completed by the Department of Purchasing & Contract Compliance)

SECTION B

MARKET SURVEY

Results of Market Survey

Include resources researched

Date Public Notice posted on website: *5/7/2015*

Date Public Notice closed: *5/14/2015*

REVIEW OF OFFER(S)

Were any offers received (Y/N):

Number of offers received:

Respondents:

Date Offers submitted to User Department for review:

User Department review and recommendation:

Purchasing Agent review and recommendation: *Include whether a competitive process is being recommended & estimated date of solicitation.*

CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished. Per the Fulton County Code of Ordinances §2-319, Conditions allowing for award of contract without competition.

I, Felicia Strong-Whitaker, Interim Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Felicia Strong-Whitaker
Interim Director

Date

I, Dick Anderson, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Dick Anderson
County Manager

Date