



LAKE HAVASU CITY, ARIZONA
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION

COMPETITION IMPRACTICABLE DETERMINATION AND AUTHORIZATION

SECTIONS I THROUGH III MUST BE COMPLETED BY THE REQUESTOR
USE ADDITIONAL PAGE AS NECESSARY

SECTION I – DEPARTMENT REQUEST

1. Department Public Works Maintenance Facility	
2. Requester Bill Young	3. Email YoungB@lhcaz.gov
4. Title Transportation & Maintenance Superintendent	5. Telephone Extension (928) 855-3377, extension 4863

SECTION II – BACKGROUND

6. Service(s) / Material(s) HVAC Inspection & Preventative Maintenance and On-Call Repair Services	
7. Supplier Air Control Air Conditioning Inc.	
8. Contract Number / Information 500376	
9. Requesting Term 6-Month Extension (October 27, 2024)	10. Estimated Cost / Annual Spend \$75,000

SECTION III – JUSTIFICATION

11. Rationale At the time the Informal Request for Quote was issued in 2023 it was anticipated annual expenditures for these services would not exceed \$50,000. Currently expenditure for repair and preventative maintenance services is approaching \$50,000. It is forecasted that the total expenditures for this contract year will not exceed \$75,000 requiring City Council approval for these expenditures and requiring a formal solicitation process to be completed.
12. Provide details of the procurement need reason for the competition impracticable, and how the proposed procurement is advantageous to the City.

The current contract, issued through an informal solicitation, will exceed the current \$50,000 threshold requiring a formal competitive process.

Scheduling and completing the formal competitive solicitation process will take between 3-6 months, therefore the reason a six-month extension of the current contract is necessary to prevent the interruption of preventative maintenance, service, and repairs of the City’s fleet of HVAC systems which is essential to the health, safety and welfare of city employees and the public.

13. Describe the procurement process, strategy to promote competition, and determination that the price is fair and reasonable.

A Request for Statement of Qualifications (RFSQ) will be issued with the intent of awarding an annually renewable 5-year Job Order Contract to multiple area vendors which will also include system replacements and upgrades.

A RFSQ for a Job Order Contract is advantageous to the City as it is a specific contract delivery method for construction services for on-call requirements contracts for parts and service for repairing and maintaining the City’s infrastructure.

The RFSQ is a formal competitive solicitation process with weighted criteria and an evaluation method for selection of the top qualified vendors to meet the City’s requirements for construction services on a scheduled or on-call basis.

The RFSQ will be posted on the City’s Bids/RFPs website, with its registration notification component. It will be published twice in both the Havasu News Herald and in the Arizona Business Gazette newspapers. Fifteen plan rooms will receive an electronic notification, including the Havasu Chamber of Commerce, Building Industry Alliance.

Upon selection of the top qualified vendors, the City will negotiate a pricing schedule considered to be competitive, fair, and reasonable.

14. Describe the research conducted and that no cooperative contract is available for the service(s)/material(s)

Job Order Contract cooperatives through the State of Arizona, Mohave County, OMNIA Partners, and Sourcewell have been researched but do not include contracts with local, area providers. It is advantageous for the City to conduct its own competitive solicitation to meet these requirements and provide local, area providers an opportunity to compete for a contract and provide timely responses to City’s service needs.

15. Signature

DocuSigned by:
Bill Young
B6E7D37FB10D439

Bill Young, Transportation & Maintenance Supt.

16. Date of Request

2/15/2024

In accordance with the City’s Operating Policy and Procedure, the City’s Purchase Order Terms and Conditions or Service Agreement must be made a part of all Contracts. If the City will be required to sign any other agreement containing terms and conditions, these will need additional review to ensure that the terms and conditions do not invalidate the City’s standard terms and conditions. Approval of this request does not allow for the department to exceed their dollar acquisition amount of delegated authority. Reference City’s Procurement Code §3.10.010.2 definition for Competition Impracticable, and §3.10.010.3.A.18. **City council approval is required.**

SECTION IV – REVIEW AND APPROVAL

17. Determination Council Communication 24-4138
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18. Approved Expiration Date October 27, 2024 (6-months from contract renewal), or upon execution of JOC contracts.
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19. Comments, conditions, or restrictions (as applicable) None

DEPARTMENT HEAD APPROVAL

20. Print Name Ron Foggin	21. Title Public Works Director
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22. Signature DocuSigned by: <i>Ron Foggin</i> 822A91298BC44BA...	23. Date of Approval 2/15/2024
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ASD-PROCUREMENT REVIEW

24. Print Name Lynette Singleton	25. Title Procurement Official
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26. Signature DocuSigned by: <i>Lynette Singleton</i> 80D3234B9F8E442...	27. Date of Approval 2/16/2024
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28. Use section as necessary

Copy: City Manager
Administrative Services Director

This is an official written determination in response to a procurement authorization request. A copy of the form shall be maintained by the Administrative Services Department, Procurement Division with the contract record, if applicable. Upon completion, the Requestor shall attach a copy of the signed form to the Requisition for Purchase Order processing.