



# City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents, and forward your request to next approval authority.

FY220285

## Certificate of Exemption

Originating Department: SAPD

Request Date: 03/23/2022

## Exemption Requested/Taken

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Departments must submit vendor(s) quotations for any selection below. Please select one exemption:

- |  |   |
|--|---|
| <input type="checkbox"/> A procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> Paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments  |
| <input type="checkbox"/> A procurement to preserve or protect the public health or safety of the city's residents (Note: Department must notify the Purchasing Division immediately regarding such an event)   | <input type="checkbox"/> A public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized |
| <input type="checkbox"/> A procurement necessary because of unforeseen damage to machinery, equipment or other property (Note: Department must notify the Purchasing Division immediately regarding such an event)   | <input type="checkbox"/> A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchap. C, Ch 212.              |
| <input type="checkbox"/> A procurement for personal, professional or planning services   | <input type="checkbox"/> Personal property sold   |
| <input type="checkbox"/> A procurement for work that is performed and paid for by the day as the work progresses   | <input type="checkbox"/> Services performed by blind or severely disabled persons   |
| <input type="checkbox"/> A purchase of land or right-of-way  | <input type="checkbox"/> Goods purchased by a municipality for subsequent retail sale by the municipality   |
| <input checked="" type="checkbox"/> A procurement of items available from only one source  | <input type="checkbox"/> Electricity  |
| <input type="checkbox"/> A purchase of rare books, papers and other materials for a public library   | <input type="checkbox"/> Advertising, other than legal notices  |

**\*Is this an "Emergency" purchase request that exceeds \$50,000 in value and would require City Council ratification?**       Yes     No

**\*Sourcing Accounting Details**     Insert Shopping Cart (SC) or Purchase Requisition (PR) #       Insert Annual Contract #

**Enter:** Shopping Cart (SC) # / Purchase Requisition (PR) #: 2000733770  
(enter "NA" if unavailable)

OR

Explanation (justification) why Shopping Cart # or Purchase Requisition # is unavailable




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## Sole Source Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Source" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole source purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any vendor-provided documents used in justifying the sole source aspects of this purchase, attaching any correspondence(s) related to establishing that justification.

Click on the paperclip icon  located in the left margin of this form to make any required attachment.

## Sole Source Justification Details

\*Name of Item: Additional Mobile Pallet Racks

\*Manufacturer: Spacesaver Corporation \*Model Number: N/A

\*Source Count:  Available from only one source  Available from more than one source

\*Name of Source: Spacesaver Corporation

\*Brief description of where or how the item(s) will be used:

The San Antonio Police Department's Property and Evidence Room is in need of additional mobile pallet racks. The racks will be used to store DNA evidence in the only conditioned room in the warehouse.

\*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

In order to make this shelving mobile, trenches will have to be cut in the concrete floor. The shelving must be constructed on motorized carriages.

\*Will the item be used in conjunction with existing equipment?  Yes  No

\*Will this be used as an accessory or option?  Yes  No

\*Will training be required?  Yes  No

\*Name other sources/brands whose products have been evaluated and why they do not meet requirements:

Spacesaver distributes its products through a network of Area Contractors. Each Spacesaver Area Contractor under obligation and contract is required to sell, service and install Spacesaver High Density Mobile Storage Systems, compact shelving and storage products in their given Primary Area of Responsibility. Southwest Solutions has sole authority of these responsibilities in the northeastern and southeastern portions of the state of Texas, which includes San Antonio. Spacesaver specifies that all installations must be performed by factory trained and certified technicians. Southwest Solutions Group is the only Spacesaver authorized installation/service technicians certified to install, service, move or add on to any new or existing Spacesaver system in their primary area of responsibility. Any existing Spacesaver system must be moved by a factory trained and certified Spacesaver installer in order to maintain its warranty and the availability of parts. No other party other than Southwest Solutions Group is authorized, trained or certified (which is contingent on activation and maintaining warranty) to conduct Spacesaver work in this territory.

**\*Required attachment(s): Vendor Quotation and Sole Source Vendor Justification Letter explaining why requested item(s) are only suitable from one source.**

\*Has all of the required justification documentation been attached to this request?  Yes  No

## Execution/Filing Details

***This Certificate of Exemption is executed and filed with the Finance Department as follows:***

1. The undersigned is authorized to approve an exemption;



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2. An exemption according to Section 252.022 of the Local Government Code exists.

More specifically, the following event has occurred:

The San Antonio Police Department's Property and Evidence Room has exhausted their current storage space for DNA evidence in the conditioned warehouse.

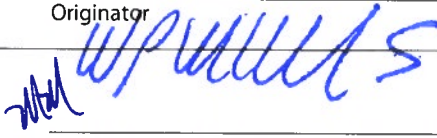
3. Because the exemption stated above exists, the City of San Antonio intends to contract with

**Spacesaver Cooperation** which will cost approximately \$ **515,841**

### Approvals

**Instructions:** Enter your Network credentials and "click" the **Sign** button for Authentication eSignature:

UserID: \_\_\_\_\_ Password: \_\_\_\_\_

<u>Elva Diaz (SAPD)</u> Originator	<u>03/23/2022</u> Date
 Department Director Approval	<u>3.24.22</u> Date
Executive Leadership Team Approval <i>(approval required only for ratification by City Council)</i>	_____ Date
<u>Jennifer Johnson</u> Procurement Administrator Approval	<u>May 27, 2022</u> Date

To send this approval document to the next approver, press **Send Forward**.  
To retain a copy of this request, perform a **Save As** to save it as an electronic form.