



## Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.  
Operate and maintain all facilities in connection with structural fire protection and recreational facilities. Those services include providing all necessary personnel, training, and supplies for the operation and maintenance of buildings, grounds, vehicles, equipment, tools, utilities, day to day supplies, and dispatch services.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Brian Murray (559) 349-1130 shaverlakecivicleague@yahoo.com  
Shaver Lake Civic League  
PO Box 96, Shaver Lake Ca, 93664
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
Initial 3-year Term: \$833,450, 1<sup>st</sup> Optional Extension: \$290,895, 2<sup>nd</sup> Optional Extension: \$302,531
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.  
Shaver Lake Civic League (Civic League), a non-profit corporation, has owned and operated all equipment and facilities associated with the services mentioned above since 1978. The Civic League is comprised of all volunteers who have agreed to continue providing all services, at cost, which results in a large cost benefit to the residents in County Service Area 31 (CSA 31).
5. Explain why the unique qualities and/or capabilities described above are essential to your department.  
CSA 31 receives a unique benefit from the services provided by the Civic League because the services are provided at cost with all of the participants acting as volunteers. In addition, the Civic League has provided these services for over 43 years which gives the volunteers an in-depth knowledge of the area. The Civic League has diverse assets and abilities which are crucial to the well-being of CSA 31; these assets and abilities include property, equipment, personnel, training, and finance management. The Citizens Advisory Committee representing CSA 31 has strongly voiced their support of having the Civic League continue to provide these services at a known cost benefit.
6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.  
Staff has been unable to locate an organization in the area that has the diverse type of expertise and capabilities that is required to perform the multifaceted services provided by the Civic League. Staff has performed extensive research to find another qualified organization to no avail. The research included internet searches as well as several phone conversations.

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Requested By:

Principal Staff Analyst

Title

[\[Sign\]](#) Double click!

**I approve this request to sole source for the service(s) and/or product(s) identified herein.**

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Department Head Signature

[\[Sign\]](#) Double click!

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Purchasing Manager Signature