

Snohomish County

“PROPRIETARY” (SINGLE SOURCE) PURCHASE JUSTIFICATION FORM (SCC Section 3.04.180)

Requisition No.:		Department:	DCNR
Recommended Vendor(s), if any: Minotaur Mazes	Date:	7-10-23	
	Estimated Cost/Price:	\$40,500.00	
	Contact Person:	Debbie Donk	
<input type="checkbox"/> Ongoing Purchase/Replacement <input type="checkbox"/> Perpetual		<input checked="" type="checkbox"/> New Purchase	
If an Ongoing/Replacement Purchase, what was the prior year expenditure? <u>one time / one year</u>			

Please submit “Proprietary” (Single Source) requests directly to the Purchasing Division:

Routing location: MS# 507 / Email: purchasing@snoco.org / Fax: 425-388-3931

Completion of this form is required in advance of all “Proprietary” purchases in excess of \$5,000.

Check one of the following that best describes the proposed purchase (both if applicable):

Only one vendor reasonably exists for the required product/service (“single source”).

For standardization (“compatibility”) of equipment or systems.

1. In ‘layman’s terms’, describe the purpose or function of the requested product or service.

Minotaur Maze's "Water's Extreme Journey" is an educational / interactive unique one-of-a-kind maze for the fair.

2. If the particular product or service was not available or could not be purchased, how would the department proceed with its work?

Would not have booked it. They were at a fair convention in a trade show, but are located in Seattle.

“Single Source” (if applicable):

3a. Explain why the product or service requested can only be reasonably obtained from one vendor (a “single source”) to meet your requirements and why alternative vendors are unacceptable. Be specific with regard to any unique features, characteristics, requirements or capabilities.

I couldn't find another "water education" exhibit. This 1700 sq ft exhibit/maze is filling space in the Event Center. The Dept of Ecology, SWM, DANR and other educational booths may have materials to support their mission of healthy water sources.

3b. Explain (i) how the requested purchase will produce meaningful standardization/compatibility of equipment or systems, and (ii) why the proposed standardization/compatibility will be beneficial for your operations and the County.

The fair is part of DCNR and it is part of our mission to educate the public.

4. Explain why this vendor is the only source reasonably available (in the case of “Single Source”), or the best source (in the case of “Compatibility”), from which to obtain this product or service.

This vendor is located in Seattle and they produce high quality educational exhibits.

5. Describe the market research that was conducted and the results, if any, or why a market survey was not conducted.

In the 34 years of booking attractions, this is the first time that I found a maze like this. I couldn't find another one online or at a trade show.

6. Will this purchase obligate the County to a particular product or vendor in the future, either for maintenance, continuity or other follow-up? Please explain. No, this is only for one year.

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7. Explain why the price for this product or service is considered to be fair and reasonable.

The price includes staffing, set up, teardown, exhibit & shipping maze

8. Describe the negotiation efforts, if any, that have been made to this point with the vendor to obtain the best possible price

The price was based on that maze, size, location, staffing and a turn-key event.

9. If this request is on the basis of "single source" (as opposed to "compatibility"/standardization), describe the actions your Department will take, if feasible, to introduce or increase the opportunity for vendor competition prior to any future or follow-up purchase of this product or service.

We know to do an RFP for a product/service for more than one vendor. This one only has one vendor.

Name and signature of the person in the requesting Department who prepared this request and justification.

Name: Debbie Donk Position: Programs Supervisor
 Department: DCNR / Fair Date: 7-10-23

I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

Debbie Donk

7-10-23

Signature

Date

Name and signature of the Department or Division Director (from the requesting Department) who has reviewed and endorsed this request and justification:

Name: Sharon Swan Position: Division Director
 Department: Conservation & Natural Resources Date: 7/11/23

Review/Endorse: I have reviewed and hereby endorse the above request and justification.

Swan, Sharon

Digitally signed by Swan, Sharon
Date: 2023.07.11 09:35:58 -07'00'

Signature

Date

Purchasing Department:

Posted to Website? Yes No Dates 7/13/2023 to 7/20/2023

Ad Posted in Newspaper? Yes No Dates 7/13/2023 to 7/20/2023

Results of Posting: No viable interest.

Approved Not Approved

Purchasing Manager

Date