



SOLE SOURCE REQUEST

SALT LAKE COUNTY

Contracts and Procurement Division

Complete each section and provide as much information as needed to fully respond. Please provide a copy of the vendor's quote, if applicable. **Requests missing information will be rejected and returned to requester for completion.**

Sole source procurement is appropriate if a good or service is only reasonably available from a single supplier or if it qualifies under the provisions of Salt Lake County Ordinance [3.20.030 A5](#).

It is anticipated this procurement will result in a (check one):

- County-Prepared Contract:** *Email this form with along with the contract to slco-purchasing@slco.org*
- Vendor-Prepared Contract:** *Email this form with along with the contract to slco-purchasing@slco.org*
- Purchase Order:** *Enter requisition in PeopleSoft and attach Sole Source Request*

| Requesting Authorization | |
|---|--|
| Division: | Salt Lake County Redevelopment Agency |
| Contact Person and Title: | Blake Thomas, Executive Director |
| E-mail Address: | BThomas@slco.org |
| Telephone Number: | 385-468-4887 |
| | |
| Good/Service to be Purchased: | Historic Preservation Loan Fund Contract |
| Total Estimated Cost (including all renewal periods) | No cost to the County. \$569,835 of dormant tax increment transferred to initiate the loan fund. |
| Supplier Name: | Preservation Utah |
| Contact Person: | David Amott |
| E-mail Address: | david@preservationutah.org |
| Telephone Number: | |
| Ordering Address: | Click here to enter text. |
| Remittance Address: | Click here to enter text. |

Complete the fields below

Explain in detail why the service or product is only available from a single supplier :

On March 18, 2020, Utah experienced a magnitude 5.7 earthquake, which was the state’s largest earthquake since 1992. The earthquake’s epicenter was only a few miles from Magna, and as a result many historic buildings on Magna’s Historic Main Street and the surrounding area suffered considerable damage. Preservation Utah is the only organization that provides loans exclusively for the rehabilitation of historic structures.

The explanation above is required for ALL SOLE SOURCE REQUESTS.

Please check all the circumstances that apply:

| | | |
|-------------------------------------|---|------------------------------|
| <input type="checkbox"/> | Standardization or compatibility of equipment, materials, technology, software, accessories, replacement parts, or service. | Complete sections A, B and C |
| <input checked="" type="checkbox"/> | Transitional costs are unreasonable or cost prohibitive. | Complete section A and C |
| <input type="checkbox"/> | Needed for trial use or testing. | Complete section A and D |

Section A. GENERAL INFORMATION

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| 1. | Describe in detail what is unique about this product/service to justify a sole source: |
| Preservation Utah offers low-interest loans (half of the prime rate) to restore and rehabilitate significant historical properties throughout Utah. The loans offer low monthly payments based on a 20-year amortization schedule, with the payment term of the loan a five-year payment with a balloon payment of the remaining principal and interest due at the end of the fifth year. | |
| 2. | Could the good or service be reasonably modified to allow for competition? Explain in detail: |
| No. The services provided by Preservation Utah is unique in its scope and in its rates. There are no other historical renovation loans that exist in the market. | |
| 3. | Explain the market research performed to make the sole source recommendation. |
| We searched for historic preservation loans with low-interest and reasonable terms. We found only Preservation Utah. | |
| 4. | List the names of suppliers contacted, contact person and summary of their response. |
| NA | |
| 5. | Complete disclosure must be included with this request if the requestor has any personal, financial or fiduciary relationship with the recommended supplier. (Please attach) |
| NA | |

Section B. COMPATIBILITY OF EQUIPMENT/SERVICE

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| 1. | Describe the existing equipment, goods or services that this purchase must be compatible with and explain why. Include the original purchase price and date of purchase if known. |
| | |
| 2. | What is the remaining life expectancy of the existing equipment or goods? |
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| 3. | What procurement method was used to purchase the existing equipment, goods or services (RFB, RFP, Sole Source, etc.)? |
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Section C. TRANSITIONAL COSTS

Definition of “Transitional Costs”

The costs of changing from an existing provider of, or type of, a procurement item to another provider of, or type of, procurement item. “Transitional costs” include: training costs; conversion costs; compatibility costs; system downtime; disruption of service; staff time necessary to put the transition into effect; installation costs; and ancillary software, hardware, equipment, or construction costs. “Transitional costs” do not include: the costs of preparing for or engaging in a procurement process; or contract negotiation or contract drafting costs.

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| 1. | Describe the costs of transitioning to another vendor that are considered unreasonable or cost prohibitive. (These costs should not include those of preparing for or engaging in a procurement process, or negotiating/drafting a new contract.) |
| The plan is to transfer funds to set up a geographically bounded revolving loan fund for rehabilitation of historic buildings. To set up the infrastructure needed to administer such a program would have significant costs, so much so that the costs would be prohibitive. | |
| 2. | Explain the research performed to determine the cost of changing an existing provider of, or type of, procurement item. |
| We looked at the cost of hiring full-time employees to administer such a revolving loan fund, and the costs over the years would be significant. | |

Section D. TRIAL OR TESTING

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| 1. | Why is the trial use or testing necessary? |
| Click here to enter text. | |
| 2. | What is the anticipated end result of the trial or test? |
| Click here to enter text. | |
| 3. | Do any other suppliers provide this product or service? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. If yes, list the company names: | |
| Click here to enter text. | |
| b. Will their products be tested? | |
| Click here to enter text. | |
| 4. | What criteria were used to choose this supplier? |
| Click here to enter text. | |
| 5. | What is the scope/size and location of test or trial? |
| Click here to enter text. | |

When submitting by email, type requestor's name on the signature line. By signing, the requestor is certifying the information provided is accurate. The email will constitute the electronic signature.

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|---|--------------------------|--|---------------------------------------|
| Requested by: Blake Thomas | | Buyer Recommendation: Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Agency Signature | Date 4/23/2020 | Buyer Signature | Date Click here to enter text. |
| Title: Executive Director, Salt Lake County Redevelopment Agency | | Approval | |
| | | | |
| | | Purchasing Agent Signature | Date Click here to enter text. |
| | | Contracts and Procurement | |