

**CRITERIA FOR
SOLE SOURCE / BRAND PROCUREMENT**

"SOLE SOURCE JUSTIFICATION FORM"

Please address by specific reference each question listed below (1 – 5) in your justification.
Failure to respond to any of the questions may result in the rejection of your request.
(When answering questions use separate sheets of paper as needed)

Please submit this document in a WORD format, and include the following information:

- **The Assigned Service Contract Number:**
- **The proposed term of the service contract:**
- **The Value of the Contract:**

1. Why was the particular product and / or vendor selected?

Eagle Business Forms prints the Sheriff Department's, Lafayette PD, Danville PD numbered forms and citation books.

Eagle business forms manages the numbering system on all the departments forms and citations.

Eagle business forms specializes in custom printing products including numbered forms, Post it note pads, magnetic labels, custom sequence carbonless paper, custom Health Services forms, County receipt books and waterproof media printing. They are a small business in Contra Costa County.

2. What are the unique performance factors of the selected product / service?

Provide detailed specifications and descriptions.

Eagle business forms works closely with the Sheriff Department and other police agencies in managing and numbering of all their forms and citations. Eagle also prints and manages the County's Warrant Request and all Receipt Books. Eagle has supplied every new project that has been given to them without a single mistake.

3. Why are these specific factors required?

It is important that the numbering of forms and receipt books are accurate and not duplicated for legal purposes.

4. What other products / services have been examined and rejected?

Ramos Business forms was rejected due to multiple mistakes in their printing.

Eagle is the only local, small business vendor that can handle all the different print jobs given to them.

5. Why are other sources providing like goods or services unacceptable?

Full explanation needed.

The service that Eagle Business Forms provides, managing the sequential numbering systems of forms and citations are provided at no extra charge. Other printers do not offer this service.

I HEREBY CERTIFY THAT:

- 1) I am an approved County department representative. I understand the County's requirements for competitive bidding, as well as the criteria for justification for sole source.
- 2) I have gathered the required technical information and have made a good faith effort to review comparable and / or equal equipment / product / services.

Copies are attached.

I certify to the best of my knowledge the validity of the information contained herein.

Department / Division / Office name Print and Mail Serv

Department representative name Scott Plaskiewicz
(print name)

Department representative signature Scott Plaskiewicz
(sign name)

Date: 4/3/24

PURCHASING DIVISION USE ONLY:

BUYER: CYNTHIA SHEHORN PURCHASING AGENT: PROCUREMENT SVCS MGR.
Cynthia L. Shehorn, CPPB
Public Works Division
Purchasing Department

APPROVED: ✓

NOT APPROVED: _____

DATE: 4/8/2024

**THE CONTRACTOR, EAGLE BUSINESS FORMS IS APPROVED
BY CSHEHORN ON 4/8/24**