



## JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

*(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)*

### **SECTION A**

**Department:** *Atlanta-Fulton Public Library System*

**Department Contact:** *Edward Robinson*

**Description of Supplies/Services:** *Reference directories listing addresses and telephone numbers.*

#### **Demonstration of Contractor's Unique Qualifications:**

*Category H*

*Haines provides reference directories which lists addresses and telephone numbers for the Atlanta metropolitan area.*

*Haines has provided crisscross and other directories for 80 years. These directories are standard print reference sources in public libraries.*

*No*

*These directories are heavily used by the Library's patron because they provide information by address and phone number, as well as profiles of neighborhoods and cross-street information that cannot be found elsewhere. Citizens needing address or telephone information to locate a person or business often refer to these directories. If the library did not provide these directories, this information would not be available to the public.*

*A sole source letter from the contractor is included.*

*(Section B must be completed by the Department of Purchasing & Contract Compliance)*

### **SECTION B**

#### **MARKET SURVEY**

**Results of Market Survey:**

**Date Public Notice posted on website:** *Wednesday, April 4, 2012*

**Date Public Notice closed:** *Tuesday, April 10, 2012*

#### **REVIEW OF OFFER(S)**

**Were any offers received (Y/N):**

**Number of offers received:**

**Respondents:**

**Date Offers submitted to User Department for review:**

**User Department review and recommendation:**

**Purchasing Agent review and recommendation:**

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## CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished. Per the Fulton County Code of Ordinances §2-319, Conditions allowing for award of contract without competition.

I, Cecil S. Moore, Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

\_\_\_\_\_  
Cecil S. Moore  
Director

\_\_\_\_\_  
Date

I, Zachary Williams, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

\_\_\_\_\_  
Zachary Williams  
County Manager

\_\_\_\_\_  
Date