

STANDARDIZATION REQUEST– Bidding Exception Justification – DRMC Sec. 20-64 (a)(4)

Defined as supplies required by reason of practicality, to-wit, supplies required in respect to uniformity of equipment presently in operation as it relates to the day-to-day operation of the equipment and replacement and repair parts for said equipment. All purchases under this section shall be made in the most economical manner possible (standardization purchases).

Requests for a “standardization” must be provided on this form (with any necessary attachments) and attached to the Workday requisition and must be signed by the head of the Agency or their authorized designee. This request if approved may not preclude a solicitation process.

Agency: _____ Workday RQ: RQ

Supplier(s):
Good(s) Part Number:
Good(s) Description:
If the request is for a good (i.e. equipment, vehicle, software licenses, computer hardware) please indicate the number of requested goods that match the Part Number/ Description above currently in operation.
When was the part number description above first procured and the procurement method used? What is its anticipated lifespan?
If there is an alternative source or an “approved, acceptable equal” to the good desired, why, for “practical purposes” can’t the alternative or “equal” fulfill your needs?
At this time, what verifiable efforts have you made to investigate alternative or “equal” goods? (Include any source documents/ website links you’ve reviewed during this process.)
Complete the all sections below that apply to your request.
Discuss how the goods above will substantially stabilize or decrease parts inventory;
Discuss how the goods above will substantially stabilize or decrease training requirements for product use, equipment operation, equipment repair and/or preventive maintenance programs;
Discuss how the goods above with a “no substitute” or “approved, acceptable equal” designation will substantially contribute toward the health and safety of the user or operator of the product or equipment.



The Purchasing Division shall review this justification for compliance with applicable law and may require additional information from the agency, from the suggested vendor or alternative vendors or from trade associations, industry experts or other appropriate sources. In some instances, the Purchasing Division may request review of the request and supporting documentation by the Office of the City Attorney.

Senior Vice President, signature	Senior Vice President, printed name	Date