



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: Library

Department Contact: Edward Robinson

Description of Supplies/Services: Service Agreement for Maintenance and Repair of the 3M Library Self-Check Stations.

Demonstration of Contractor's Unique Qualifications:

Category H

3M Library System is the sole authorized company for repairs and software support for the Library Self-check stations.

3m Library Systems will provide over the phone support and troubleshooting, and software updates to ensure self-check stations are working properly.

Eleven (11) self check machines were initially provided to the Library via a bid that was done in 2007. The bid also specified three years of maintenance and repair.

If the County should chose not to approve 3M Library Systems as a sole source vendor, Atlanta-Fulton Public Library System would not be able to offer the patrons a self sufficient, and efficient way to check out Library materials.

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

SECTION B

MARKET SURVEY

Results of Market Survey

Include resources researched

Date Public Notice posted on website: 04/04/2011

Date Public Notice closed: 04/08/2011

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: *Include whether a competitive process is being recommended & estimated date of solicitation.*

