

## SOLE SOURCE JUSTIFICATION FORM

1. This form may be used for sole source purchases of any amount.
2. Sole source purchases are defined by the City's Purchasing Ordinance in Section 2-4064.\*
3. Approval thresholds still apply for sole source requisitions to be processed to purchase orders.
4. \*\*\*Orders should not be placed until you have received a purchase order number\*\*\*
5. \*\*\*Vendor quote detailing product/services must be attached to this form\*\*\*

	<b>Company Name</b>	<b>Person Contacted</b>	<b>Phone No.</b>
Sole source vendor	<u>Landmark Preservation, LLC</u>	<u>Greg Jacobs</u>	<u>(912) 547-6911</u>

				Total
Line #	QTY	Unit	Item Description	
1.	1	JOB	Inspection & assessment of monuments for restoration work	\$6,200.00
2.				
3.				
<b>Grand Total of Bid</b>				<b>\$6,200.00</b>

Reason(s) this is a sole source (check all that apply):

- Additional item to be used with existing equipment available only from this vendor.
- A study has been made and this is the only acceptable item/service that can be used that we are able to locate (must attach study results).
- This company is the only known supplier of this item/service.
- This software is available only from this source. It is critical to have maintenance and support from the original provider to ensure authorized, knowledgeable, and timely vendor support when and if it is necessary.
- Other (List Justification Below)  
The vendor performed the 2020 assessment and understands the goals and expectations of the City.

Why is this vendor the only supplier of this product/service?


This vendor has performed work on several Savannah monuments. The other company contracts out all work.

This item is being used for: (Provide detailed description of intended use)

The inspection and assessment of Priority 1 and 2 monuments to create a 5-year budget for necessary restoration projects.

Please list other sources contacted (if any):

\_\_\_\_\_

Department Head Approval: 

Date: 2.5.24

February 14, 2024

Purchasing Division Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Section 2-4064. – Sole-source procurement.**

A contract may be awarded without competition when the purchasing agent determines in writing, after conducting good-faith review of available sources, that there is only one source for the required supply, service, or construction item.



February 4, 2024

City of Savannah  
Attn: Christina Orr  
20 Interchange Drive  
Savannah, GA 31415

RE: Savannah Monument Assessment Update

At your request, Landmark Preservation LLC (Landmark) has considered the best means and methods for updating the City of Savannah, Georgia Monument Survey (2020), as requested. Landmark proposes to perform the following scope of work:

- Inspect all Priority 1 monuments. There are a total of 6 Priority 1 monuments.
- Inspect all Priority 2 monuments. There are a total of 28 Priority 2 monuments.
- Inspect the Forsyth Park Fountain.
- Inspect the features in Yamacraw Square.
- All inspections will include a re-assessment of each location, identification of existing and/or worsening deficiencies, and recommendations for the correction of deficiencies identified.
- Landscaping issues and the need to paint any light posts or fences (non-historic) will be noted.
- Treatment budgets for each monument will be updated to reflect current deficiencies and recommendations. Costs associated with noted landscaping issues or light post painting will not be included in the treatment budgets.
- Costs associated with yearly maintenance and annual inspections will be updated for each monument.
- The assessment update will be delivered via an electric file transfer. Any printed copies will be billed separately.

**FEE**

Landmark will complete the scope of work described above for a firm-fixed fee of \$6,200.00 inclusive of all required materials, labor, and equipment, except as otherwise noted.

Landmark Preservation, LLC performs all work within the guidelines established by the Department of the Interior Standards for Historic Preservation and subscribes to the Code of Ethics of the American Institutes for the Conservation of Historic Works.

  
\_\_\_\_\_  
Greg Jacobs, Managing Partner

February 4, 2024  
\_\_\_\_\_  
Date

Accepted:

\_\_\_\_\_  
Date:



Company 0100 - City of Savannah

Cost Default Vendor 17199 - Landmark Preservation LLC

Requesting Location 2150 - Greenscapes Division

Requestion Description MONUMENT PRESERVATION

Requisition 350315 - Unreleased

Purchase From

Buyer TD - Tiffany Daniels

Requester fbazelais - Freidland Bazelais  
Deliver To

SOLE SOURCE  
MONUMENT ASSMENT

Item	Item Type	Quantity Ordered	UOM	Unit Cost	Extended Cost	Distributions	Activity / Account Category / Billing Category	Distribution Allocation	Requested Delivery Date	Sourcing Event Required
MONUMENT ASSESSMEN T	Special	1.0000	EA	6200.0000	6200.0000	311.9207-052842-0000	SQ0801 52842	100.0%		No
<b>LANDMARK PRESERVATION</b>										
Vendor : Landmark Preservation LLC										
in : 0000000000000000										

Totals: 1 Lines 1.0000 6200.00 USD