

## SOLE SOURCE JUSTIFICATION FOR PRODUCTS OR SERVICES

For purchases exceeding \$100,000, the Superintendent/Principal shall solicit multiple proposals to ensure competition. However, the Superintendent/Principal may make a finding to the Board for sole sourcing a contract exceeding \$100,000; in this case of sole sourcing, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor.) – Bullis Charter School Board Policy

<b>Supplier Name:</b>	Coverall North America / VG Bautista Commercial Cleaning Services
<b>Street Address:</b>	830 Hillview Ct., Suite 190
<b>City/State/ZIP:</b>	Milpitas, CA 95035
<b>Contact, Phone:</b>	Viviana Bautista, 408-549-5715
<b>General Description of Product or Service requested to be Purchased and its Function:</b>	
VG Bautista Commercial Cleaning Services, a franchised business under Coverall Cleaning, would provide cleaning of all interior spaces, trash removal, and supply restock (soap/sanitizer, paper towels, etc.) at both campuses nightly for the 2024-2025 school year as well as additional services during the summer months as needed.	

<b>1</b>	<b>Identify the basis for this finding:</b>
High service/quality; Continuity of quality of service based on successful business relationship in current school year	

<b>2</b>	<b>Identify the special and/or unique qualifications of the individual/company and the reason such qualifications are necessary in the performance of the project requirements:</b>
<ul style="list-style-type: none"> <li>Business successfully provided cleaning services to BCS in 2023-2024 calendar year.</li> <li>Business has communicated clearly and promptly with BCS on all cleaning-related issues.</li> <li>Business has proposed an extension of the current contract with no increase in service fee.</li> </ul>	

<b>3</b>	<b>Identify all other sources that have been considered for this project and why they were found unsatisfactory:</b>
<ul style="list-style-type: none"> <li>Engaging a new cleaning provider would require a significant expenditure of BCS staff time and reduce productivity as the new provider becomes familiar with BCS.</li> <li>The cleaning services provided by business previously have been comprehensive and met the needs of the school.</li> </ul>	

On the basis of the above, I recommend that competitive procurement be waived and that the product or service indicated be purchased on a sole brand and sole source basis.

Superintendent/Principal Signature \_\_\_\_\_ 

Maureen Israel \_\_\_\_\_

6/22/2024 \_\_\_\_\_

Printed/Typed Name

Date