

## CITY OF LITTLE ROCK BID PROCESS EXCEPTIONS

The following exceptions from bidding procedures are allowed:

- **Emergency Procurement** – Emergency procurement is defined as a purchase made when property, life, health or public safety is in jeopardy. This exception might be utilized in connection with rescues during an event such as a flood or tornado.
- **Sole Source Procurement** – Sole source procurement is utilized when a single vendor is available to perform the service or provide the material required. This exception requires justification by the Department, with approval from the Purchasing Agent, the City Manager, or the Board of Directors, depending on the cost level of the expenditure. An example of this type of procurement would be the procurement of annual software maintenance from the company that provides and updates the software.
- **Performance Compatibility (Sole Source)** – The City Purchasing Manual refers to State A.C.A. (19-11-201 et seq.) as the authority on making purchases, specifically (19-11-232) states sole sources may be defined as “requirements of performance compatibility with existing commodities or services”. An example of this type of procurement exception would be the recent acquisition of the Emergency Communication System from Motorola. The City’s system must be compatible with the state emergency communication system, which required sole source procurement based on performance compatibility.
- **Participation in State Contracts** – The City is authorized to participate in all State of Arkansas purchasing contracts per Resolution 10255. When the City utilizes a State contract to purchase goods or services, an additional bidding process is not required at the local level. This type of procurement is often utilized for vehicle purchases.
- **Board Exception** – The City Code of Ordinances 2-242 (d) states, “The Board of Directors may waive the requirement of competitive bidding in exceptional situations where such a procedure is not feasible.”