

Non-Competitive Procurement Justification Form

Instructions:

Use this form to justify your non-competitive procurement. The Purchasing Division requires a written explanation to document why a product or service is only provided by one source and whether efforts were made to find other vendors.

The purpose of this form is to waive competitive bidding, where multiple quotes would normally be required (see Purchasing Policy for specific requirements and approval thresholds).

Examples of when to use this form:

- Purchases that are not competitively bid because they are clearly and legitimately limited to a single source of supply. Considerations:
 - Licensed, copyrighted or patented products or services that only one vendor provides
 - Compatibility requirements
 - Proprietary or custom-built software or information systems that only one vendor provides
 - Products or services where only one vendor meets the required certifications or statutory requirements
- Purchases that are not competitively bid because they involve special facilities or market conditions.

If competitive bidding is waived, the appropriate signing delegations still need to be followed.

This form is **not** required for:

- Purchases that are competitively bid (where multiple quotes are obtained)
- Purchases under \$10,000
- Intergovernmental cooperative purchases
- Interlocal purchases

Please select one of the following:

- ☐ This is an un-quotable purchase:
- Sole Source
- ☒ This is a quotable purchase but Director or Mayor will waive the use of the competitive process. Please note this option can only be used for the following types of purchases:
- Operating Supplies & Equipment
 - Operating and General Services
 - Professional Services
 - Instructional/Artistic Services

Please complete the following:

Your Name:	MAVIC HIZON
Your Department:	POLICE
Date Requested:	1/8/26
Requested Product or Service:	Parking Enforcement and Permit Processing Services
Estimated Cost:	\$173,027
Vendor (Source of Supply):	Diamond Parking Services
Vendor Address:	10620 NE 8th St. # 205, Bellevue, WA 98004



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1. Describe the purpose or function of the requested product or service.

Diamond Parking Services (Contractor) will continue to be responsible for patrolling and enforcing time limited restricted parking on all streets in the designated area of downtown Redmond while on duty. The Contractor shall have a specific telephone number solely for handling City of Redmond questions and complaints regarding on-street parking enforcement and parking ticket fines in the downtown area. The Contractor will be responsible for the sales, processing, distribution, and accounting of daily, weekly and monthly parking permits for the City of Redmond on street Parking Enforcement Program. The Contractor shall have a specific telephone number solely for handling City of Redmond questions regarding inquiries and purchase of the permits. The Contractor will maintain a web presence to accept and process the purchasing and records for the permit sales.

2. Explain why the product/service requested is the only product/service that will work and why alternative vendors or distributors are unacceptable. Be specific with regards to any unique features, characteristics, requirements or capabilities.

Diamond Parking Services is uniquely positioned to provide uninterrupted services during this interim period. Due to the highly specialized, customized, and integrated nature of the City's parking enforcement and permit management systems, no other vendor could reasonably assume these responsibilities within the proposed six-month timeframe without significant operational risk, service disruption, and additional cost to the City. Diamond currently operates a parking enforcement technology platform that is fully customized to the City's parking ordinances, municipal code, enforcement priorities, and operational procedures. This includes (1) Configuration of citation rules specific to City code, including time limits, exemptions, escalating penalties, and special enforcement zones. (2) Integration with King County court systems and workflows for citation processing, adjudication, and appeals. (3) Established workflows for data transfer, reporting, and compliance tracking that align with City and court requirements. (4) Replicating this level of customization with a new vendor would require extensive system development, legal validation, testing, and approval—activities that cannot be completed within a six-month transition window without risking enforcement errors, invalid citations, or legal challenges.

3. If the particular product/service was not available or could not be purchased, how would the department proceed with its work?

If the City does not approve a short-term extension of the contract with Diamond Parking Services, parking enforcement and parking permit operations would be significantly disrupted, resulting in immediate and long-term operational impacts to the City. Responsibility for daily parking enforcement would necessarily shift to sworn police officers. This would place a substantial additional burden on Police Department staff, requiring officers to divert time from core public safety functions such as crime prevention, emergency response, investigations, and community policing. As a result, critical law enforcement activities would be delayed or deprioritized, creating backlogs in investigations and reducing overall public safety effectiveness. Additionally, without a contracted vendor to manage the City's parking permit program, the City would lack a centralized system and dedicated staff to process permit applications, renewals, changes, and enforcement coordination. This would significantly increase the likelihood of administrative errors, delayed permit issuance, inconsistent enforcement, and customer service complaints from residents, businesses, and visitors.

4. Describe the market research that was conducted. Explain the efforts made to determine whether other qualified vendors or products/services exist.

Market research indicated that while multiple vendors offer parking enforcement services in general, none could reasonably implement a fully compliant, City-specific enforcement and permitting program within the limited six-month period without significant startup and transition efforts. Vendors consistently require extended lead times to configure software systems, train personnel, coordinate with courts, migrate permit and citation data, and validate enforcement accuracy before becoming operational. Additionally, no alternative vendor was identified that currently maintains a ready-to-deploy system already customized to the City's parking ordinances, street network, enforcement zones, and permit rules. Transitioning to a new provider would require substantial upfront investment, contract negotiation, data conversion, public outreach, and operational testing—activities that are not practical or cost-effective for a temporary contract. Staff concluded that Diamond Parking Services is the only vendor capable of providing uninterrupted, compliant parking enforcement and permit management services during the proposed short-term extension period. Extending the existing contract allows the City to maintain continuity of operations while completing a formal competitive RFP process for long-term vendor selection.



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I certify to the best of my knowledge that this purchase is compatible with existing goods, equipment or services and there are no reasonable alternatives or substitutes and/or the product/service is clearly and legitimately available from only one source of supply.

Step 1. Sign below OR provide an email approval:

City Representative:	Signed by: Signature: <i>Kevin Hizon</i> 5A451EE5221B4CE...	Date: 1/8/2026
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Step 2. Select the appropriate box and sign below OR provide an email approval:

Director: Select appropriate box below.	Signed by: Signature: <i>Chief Darrell Lowe</i> 178CE2374874E4DF	Date: 1/8/2026
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- This is an un-quotable purchase and competitive bidding is waived:
 - ☐ Sole Source: Over \$10,000
- This is a quotable purchase but competitive bidding is waived:
 - ☐ Operating Supplies & Equipment (total amount): \$10,001 - \$200,000
 - ☐ Operating Services, Repair & Maintenance, and General Services (total project): \$10,001 - \$50,000
 - ☐ Professional Services (total project): \$10,001 - \$50,000
 - ☐ Instructional/Artistic Services (total project): \$10,001 - \$75,000

Mayor or Designee: Select appropriate box below.	Signed by: Signature: <i>Mayor Angela Birney</i>	Date: 1/9/2026
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- This is a quotable purchase but competitive bidding is waived:
 - ☐ Operating Supplies & Equipment (total amount): Over \$200,000
 - ☐ Operating Services, Repair & Maintenance, and General Services (total project): Over \$50,000
 - ☐ Professional Services (total project): Over \$50,000 (Note: Council approval is also required for Professional Services over \$50K)
 - ☐ Instructional/Artistic Services (total project): Over \$75,000

Step 3. Send the completed form and applicable approval to the Purchasing Division; email is acceptable. Include any back-up documentation.

Reminder! The purpose of this form is to waive competitive bidding. The appropriate signing levels still need to be followed (see Purchasing Policy for specific requirements and approval thresholds).

To be completed by the Purchasing Department:

Purchasing:	Signature:	Date:
Contract or PO/PA #:		

