



CITY AND COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION

S.F. ADMINISTRATIVE CODE CHAPTER 12B BLANKET SOLE SOURCE FORM (CMD-104)

Send completed waivers to:
CMD, 30 Van Ness Avenue, Suite 200, San Francisco, CA 94102 or
cmd.waiverrequest@sfgov.org

To use the blanket sole source exception to Administrative Code Chapter 12B, the contracting department is encouraged to first make good faith efforts to obtain compliance, or partial compliance, from the prospective contractor. If such efforts fail, the department must complete this form and submit it to the Contract Monitoring Division (CMD) **before the contract is executed or the goods ordered**. The contract must **exactly** match one of the exceptions listed below; otherwise, use the CMD-201 form. CMD will not grant individual requests; upon filing, the exception is granted. CMD will maintain departmental files on the use of this exception and reserves the right to audit departments and revoke the use of this exception where misuse is found. *Use of this form is permitted ONLY where the contract amount at issue is less than \$250,000.*

Department: _____	Contractor Name: _____
Dept. Head Signature: _____	Bidder/Supplier #: _____
Dept. Contact Name: _____	Contract #: _____
Dept. Contact Phone: _____	Contract Name: _____
Date Waiver Submitted: _____	Contract Start Date: _____
Contract Dollar Amount: _____	Contract End Date: _____

(Contract Dollar Amount must be less than \$250,000)

This contract qualifies for a sole source waiver because it is a (check one):

- Contract to purchase postage from the U.S. Postal Service.
- Maintenance agreement where use of a maintenance service provider other than the manufacturer would void a warranty.
- Contract for the acquisition of proprietary equipment where the equipment to be acquired is the only equipment compatible with equipment currently owned or operated by the City and is unavailable from another source.
- Computer software maintenance agreement where the City does not have access to the source codes and such access is necessary to perform the maintenance; or where software has been developed for the City and the City does have access to the source codes but the source codes may not be modified without the developer's consent.

(OVER)

** For internal use only. Amendments to this form that are not authorized by CMD/HRC render it invalid. **



30 Van Ness Avenue
Suite 200
San Francisco
California 94102



TEL (415) 581-2310
FAX (415) 581-2351
Info.cmd@sfgov.org
<http://www.sfgov.org/cmd>



- Contract for the payment of fees associated with memberships, conferences, educational presentations, training sessions or publications that are unavailable from another source and are **provided by a governmental, professional or trade organization or association**.
- Contract for the acquisition of materials printed by any federal, state, local or regional governmental entity that are unavailable from another source.
- Contract for the acquisition or use of periodicals, trade journals, newspapers, online research services or legal treatises that are unavailable from another source.
- Contract for the employment of student interns where effort has been made to recruit students from any available educational institution that complies with the requirements of San Francisco Admin. Code Chapters 12B and 12C.
- Contract for fees associated with the use of federal, state or regional parks or bridges.
- Contract for parts to repair, or goods to use with equipment owned by the City where the part or good is required for proper operation of the equipment and is available only from the manufacturer of the equipment.
- Property contract between the City and a financial institution where the financial institution is entering into the property contract as a result of foreclosure proceedings and where the previous contractor has defaulted on a loan agreement between the previous contractor and the financial institution.
- Contract for the acquisition and/or borrowing of cultural and educational items and exhibits that are unavailable from another source.
- Contract for the insuring, transporting, storage or curation of cultural and educational exhibits and collection items where the contractor to perform the work has been designated by the lender and use of this designated contractor is required by the loan agreement.
- Contract with any federal, state, local or regional governmental agency or entity to the extent the contract is related to the regulatory functions of such agency or entity, including licensing, inspection, permit, application fees, fines and taxes.
- Lease or permit of City Right of Way property to adjacent landowners where the contracting officer determines that there are no other potential users of the property.

- **Additional copies** of this form may be downloaded at the Documents Center on the City's intranet at: <http://intranet/>
- **Read the Quick Reference Guide to Chapter 12B and 14B Waivers for more information.**
Copies are available at the Documents Center on the City's intranet at: <http://intranet/>
- **Send waivers to:** Contract Monitoring Division, 30 Van Ness Avenue, Suite 200, San Francisco, CA 94102 or cmd.waiverrequest@sfgov.org
- ☎ **For further assistance**, contact the Contract Monitoring Division at 415-581-2310.

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