



**FORMAL BID –
REQUEST FOR APPROVAL**

Approved by Consent Agenda:

TO BE COMPLETED BY COUNCIL STAFF ONLY

Title of Bid: Thomson Reuters WestLaw Bid #: Sole Source

Dept.: Prosecuting Attorney Contact Person: Leslie Knight Ext.: 1806

Description (product/service, justification and use):

WestLaw is an online legal research tool for attorneys to research case law, state and federal statutes, legal documents and other legal information needed. This is also a service that can be utilized with our current case management system.

1st 12 months \$ 18,575.64
2nd 12 months \$ 19,132.92
3rd 12 months \$ 19,706.88
36 month Total \$ 57,415.44

Award to: Thomson Reuters Location: _____

Price: \$57,415.44 Contract term (if applicable): 36 months

Bid opening held on: n/a Opened by: n/a

Account number to be charged for purchase: 0016010-46420

If bid was not awarded to lowest bidder, please explain:

n/a

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

n/a

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Additional Bids Received

The following additional bids were received:

Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	

For each vendor that doesn't meet specifications, please explain why:

Vendor: _____

Vendor: _____

Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.



Department Director/Elected Official Signature

2/18/22

Date



Approval or Concurrence of Director of Finance

3/9/22

Date

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.

Director of Administration Signature

Date