

REQUEST FOR NON-COMPETITIVE CONTRACT (Rev.9.19.18) - FOR BOCS APPROVAL ON: _____

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers:

Check off each box that applies and provide the detailed reasons in the JUSTIFICATION section.

VENDOR INFORMATION

Vendor Legal Business Name: Ebony Office Products, Inc.

Vendor Address:

44-02 11TH STREET
SUITE 503
LONG ISLAND CITY
NY 11101

Vendor Main Point of Contact for Any Resultant Contract: Roger

Title: Phone: 718-706-8200 Email: info@ebonyofficeusa.com

Detailed Description of Service and Contract Term: April 2024 – June 2024

Total Cost and Method of Compensation: \$13,862.22

EXCEPTIONS PER SECTIONS 6 (D) AND 6 (Q) OF THE CITY'S PROCUREMENT POLICY

- | | | |
|---|--|--|
| <input type="checkbox"/> Lawyers | <input type="checkbox"/> Planners | <input type="checkbox"/> Recruitment agencies for professionals. |
| <input type="checkbox"/> Accountants | <input type="checkbox"/> Landscape architects | <input type="checkbox"/> Information technology advisors |
| <input type="checkbox"/> Auditors | <input type="checkbox"/> Real estate brokers | |
| <input type="checkbox"/> Financial advisors | <input checked="" type="checkbox"/> Contract deemed to be in the best interest of the City | |

SOLE SOURCE: Only one vendor is capable of providing the service.

SINGLE SOURCE: The service is available from more than one source, but for particular reasons it must be procured from a specific vendor.

Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.

Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.

Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.

Single / Sole Source: Sole provider of a patented or licensed service.

Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.

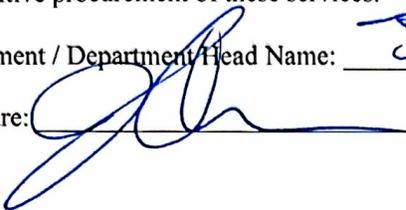
JUSTIFICATION: Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition.

To provide laptops and carts to support the PTECH (Pathways in Technology Early College High School) program at Saunders Trades and Technical High School. These devices would be used for extended learning time/after-school help, and provide

students with quick access to Schoology, Clever, and all of the district offered programs. The awarded vendor must be an NYS Certified MWBE.

APPROVAL: I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

Department / Department Head Name: Jeremy Rynders

Signature:  Date: 4/1/24