



**LAKE HAVASU CITY, ARIZONA
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION**

NOTICE OF INTENT TO MAKE A NONCOMPETITIVE PURCHASE

Community Resource and Basic Necessities Access Services for Justice Involved Individuals

November 6, 2025

Lake Havasu City, Arizona intends to purchase the below listed services from one organization for which we believe only one known provider in this geographical area exists. This document contains the specifications and justification for the noncompetitive sole/single source procurement. Any vendor who does not agree that this service is available only from the source described in this document must contact the procurement specialist listed below by the response deadline. Do Not Contact the Requester. Any questions regarding this notice **must** be obtained through Administrative Services Department – Procurement Division (hereinafter referred to as “ASD-Procurement”) during the publication period.

REQUESTER: Lake Havasu City Municipal Court

SERVICES DESCRIPTION:

Working with the City’s Municipal Court Community Resource Team, the services requested are to be provided Tuesday through Friday from 9:30am to 5:30pm and Saturday 9:30am to 1:30pm for Problem-Solving Court participants, Justice involved individuals, and police contacts as follows:

- Two rooms for service agencies to utilize as scheduled
 - Agencies will provide services
 - Table and Chairs set up
- Use of showers
- Common area for Community Resource Information
- Use of Laundry services
- Use of Cooling Stations
- Transportation Coordination
- Provide Clothing and Hygiene
- Provide use of Wi-Fi internet and a computer workstation

The reporting requirements for these services would be done on a weekly basis as follows:

- Service Rooms
 - Dates the room was used
 - Name of agency utilizing the rooms
- Individuals referred to service(s)
 - Number of individuals referred for services
 - Name of individual referred
 - Date they were referred
 - What services they were referred to
- Showers
 - Number of individuals utilizing showers
 - Dates showers were used
 - Name of individuals who used the shower
- Laundry
 - Number of individuals utilizing laundry services
 - Dates laundry services were used
 - Name of individuals who used laundry services
- Cooling Stations
 - Number of individuals utilizing cooling stations
 - Dates the cooling stations were used
 - Name of individuals who used the cooling stations
- Transportation Coordination
 - Number of individuals utilizing transportation
 - Dates transportation was used
 - Name of individuals who used transportation
- Clothing and Hygiene
 - Number of individuals provided clothing, hygiene, and/or prepacked food products
 - Dates clothing, hygiene, and/or prepacked food products were provided
 - Name of individuals who were provided with clothing, hygiene, and/or prepacked food products
- Internet and Computer Use
 - Number of individuals utilizing Wi-Fi internet and/or computer
 - Dates Wi-Fi internet and/or computer was used
 - Name of individuals who used the Wi-Fi internet and/or the computer

- Financial Assistance
 - Number of individuals provided financial assistance
 - Dates financial assistance was provided
 - Name of individual receiving financial assistance
 - What the financial assistance funded
- Community Events
 - Name of any special community events provided that month if any or any event attended as an agency
 - Example: Clothes Closet Back-to-school event, Stand Down, Care Fairs
 - Date of special event
 - Details about the special event
 - How many were served
 - Hosted or attended
 - What service was being offered

PROPOSED SOLE SUPPLIER: The Clothes Closet

ANTICIPATED EXPENDITURE: \$69,700.00

PAYMENT TERMS: Monthly

CONTRACT TERM: December 1, 2025, through June 30, 2027

JUSTIFICATION FOR THE SOLE/SINGLE SOURCE NONCOMPETITIVE PROCUREMENT

The specialized nature of the services and the absence of comparable alternatives within the city limits of Lake Havasu City, The Clothes Closet is deemed a sole source provider for these services.

RESPONSE DEADLINE: November 13, 2025, NO LATER THAN 3:00 PM/ARIZONA TIME.

PROCUREMENT SPECIALIST: Laura Herzog
Purchasing@lhcaz.gov
928.453.4188 Work Group DID

ACTION TO BE TAKEN:	No action is required if you agree with this notice. If you disagree that this proposed purchase is a valid sole/single source you are requested to email your comments to the Procurement Specialist above referenced, prior to the “Response Deadline” for comments indicated above. <u>Do Not Contact the Requester.</u> Any questions regarding this notice must be obtained through ASD-Procurement during the publication period. If for any reason any party does not agree with the proposed sole/single source procurement, they are required to submit the following before the Response Deadline: • The name and contact information of the contesting person. • A Statement of Qualification Requirements □ Documentation that your firm can provide a comparable or better procurement item or service that meets or exceeds the stated purchase description and specifications in the justification. □ Documentation that your firm can also provide the same proprietary procurement item or service, that is an equivalent or better. □ Since costs are identified as a major justification for this notice, submit a cost comparison of the identified costs with your firm’s anticipated costs.
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Regardless of any prior communications with ASD-Procurement, all suppliers interested in responding to this notice must submit a response to this posting containing complete responses to all of the information required above. Failure to submit all information will result in exclusion from consideration. If, after the public notice period has passed ASD-Procurement determines that there are other interested and qualified suppliers that do meet the specifications of this notice, ASD-Procurement will not award a contract pursuant to this notice. In the case a new invitation for bid or request for proposal will be posted to begin the competitive procurement process. If after the public notice period has passed no valid challenges have been received, then ASD-Procurement may award the contract to the identified supplier without competition. Please read the entire form very carefully before responding to this notice.