

CONTRACT DATA SHEET

PSC Type (check one): New Addendum Sole Source: Yes No

Contractor Information	
1. Legal Name of Contractor:	<u>Simon and Company, Inc.</u>
2. Address:	<u>1660 L Street N.W., Suite 501</u>
3. City, State, & Zip:	<u>Washington, D.C. 20036</u>
4. Contact Person Name & Telephone Number:	<u>Leonard Simon 202-659-2229</u>
5. LeAP Supplier #:	<u>3289</u>
6. Revenue Commission Taxpayer ID#:	<u>[REDACTED]</u>
7. Federal Tax ID # (SSN if sole proprietor):	<u>[REDACTED]</u>

Department Information	
8. Requesting Department:	<u>Office of Management & Budget</u>
9. Contact Person Name & Telephone:	<u>Aaron Jackson 574-3554 / Debra Becker 574-3752</u>

Contract Information	
10. Not to exceed amount:	<u>\$ 53,000.00</u>
11. Are expenses reimbursed?	<u>Yes</u>
12. If yes list allowable expenses and maximum amount reimbursable:	<small>Routine items such as long distance, copies, intra-city travel, authorized travel to Louisville</small>
13. Beginning and ending date of the contract:	<u>3/1/2014 - 2/28/2015</u>
14. Coding:	<u>1101 - 210 - 5522 - 552203 - 521301</u>
15. Funding Source	<u>General Fund</u> Federal Funds <input type="checkbox"/> yes <input type="checkbox"/> no
16. Scope & Purpose of the contract:	<u>Please see attached memo.</u>

Attach all justification documentation to this form, along with signed Written Findings Form.

Authorizations	
Department Director:	<u><i>Steve R...</i></u> Date: <u>1-7-14</u>
Department certifies:	
<input checked="" type="checkbox"/>	Funds are available
<input checked="" type="checkbox"/>	Contractor is registered and in good standing with the Revenue Commission
<input checked="" type="checkbox"/>	Human Relations Commission registration requirements have been met
<input checked="" type="checkbox"/>	Contractor's status regarding Federal Debarment has been verified per Metro Procurement Policy Section VII - Federally Funded Contracts & Agreements
<u><i>CB</i></u>	Purchasing: Approval of Sole Source Designation Date: <u>1-9-14</u>
	Risk Management: Certifies insurance requirements satisfied. Date: _____
<u><i>AKOS</i></u>	County Attorney: Date: _____
The County Attorney has written the attached Professional Service Contract or Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.	

WRITTEN FINDINGS

EXPLAINING NECESSITY FOR USING NONCOMPETITIVE NEGOTIATION FOR PSC

This document constitutes written request and findings, as required by KRS 45A.380 stating the need to purchase through noncompetitive negotiation. By the signatures listed below, the Requesting Department has determined, and the Chief Financial Officer concurs, that competition is not feasible because:

_____ A. An emergency exists which will cause public harm as a result of the delay in competitive procedures. **** Mayors Approval required for emergency purchases exceeding \$10,000.**

_____ B. There is a single source within a reasonable geographic area of the supply or service to be procured or leased (attach sole source determination from the Purchasing Department).

X _____ C. The contract is for the services typically provided by a licensed professional, such as an attorney, architect, engineer, physician, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; an artist such as a sculptor, aesthetic painter, or musician; or a non-licensed professional such as a consultant, public relations consultant, advertising consultant, developer, employment department, construction manager, investment advisor, or marketing expert and the like.

_____ D. The contract is for the purchase of perishable items purchased on a weekly basis, such as fresh fruits, vegetables, fish, or meat.

_____ E. The contract is for replacement parts where the need cannot reasonably be anticipated and stockpiling is not feasible.

_____ F. The contract is for proprietary items for resale.

_____ G. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the city.

_____ H. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids.

_____ I. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment liability insurance.

_____ J. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Metro Government.

_____ K. The contract was solicited by competitive sealed bidding and no bids were received from a responsive and responsible bidder.

_____ L. Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder.



Requesting Department Director Date

**Mayor Date
**Signature is required only for Written Finding A



OMB/Purchasing Approval Date



MEMORANDUM

Louisville/Jefferson County Metro Government

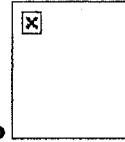
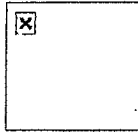
TO: Steve Rowland, CFO
Office of Management & Budget

FROM: Ellen Hesen, Chief of Staff
Mayor's Office

SUBJ: Renewal of Simon & Company Contract

DATE: Friday, January 03, 2014

This memo serves as my request to renew the Simon & Company professional services contract. Simon & Company provides Metro with federal affairs assistance including federal agenda development to develop priority federal legislative & program objectives coordination of Washington meetings, communications & updates on federal issues, identifying grant opportunities, work with Congressional delegation on Louisville Metro priorities, meet with administration officials on Louisville Metro priorities, work with federal agencies to solve problems, assist Louisville Metro in creating new ideas and solutions for governmental services, liaison with national organizations on behalf of Louisville Metro, and prepare materials for consideration by Congress and federal agencies. As this company has been working with Metro for the past two years they are familiar with our issues and built relationships with federal agencies and legislators on our behalf. It would be a hindrance to Metro to bid this contract as this is a very specialized service. Your approval of this renewal is appreciated.



**City of Louisville / Jefferson County Metro
Revenue Commission**

Account Verification

Account Number:

[Change My Password](#)

Account Detail

*** Account OK ***

FID:

SSN:

Business: **SCOR**

Start Date: **4/1/2011**

Trade Name:

Name: **SIMON AND COMPANY, INC.**

Business Address: **1660 L STREET, NW SUITE 501**

Address Status: **ACT**

City: **WASHINGTON**

State: **DC**

Zip Code: **20036 -**

PhoneNo: **2026592229**

Ext.

Fax No: **2026595234**

Contract Compliance and Certification System

Louisville Metro Government Vendor Directory

Louisville Metro Government has Vendor Prequalification and Vendor Registration in place for all vendors and contractors doing business with Louisville Metro Government. PREQUALIFICATION is required for all vendors and contractors with a total amount in contract(s) of \$20,000 or more annually. VENDOR REGISTRATION is for vendors and contractors with a total amount in contract(s) under \$20,000.

Instructions for generating a list of Vendors/Contractors that are Prequalified or Registered with Louisville Metro Government:

Under the "Search by Reference" section, from the drop box

- For a listing of **ONLY PREQUALIFIED VENDORS**: select "Yes" and click Search.
- For a listing of **ALL VENDORS (Prequalified and Registered)**: select "None Selected" and click Search.

If your entity is not listed in our directory, you can submit your application and start the [Vendor Prequalification](#) process or start the [Vendor Registration](#) process, whichever process is applicable for your entity.

If your entity is interested in MFHBE Certification, please visit the [Become a Certified Company](#) page to start the certification process.

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Commodity Code

Commodity Code [Click to Lookup Commodity Code](#)
(popup window will appear to browse and search available commodity codes)

Search by Contact Person

Contact Person/Owner

First name:

Tip: Use the first letter.

Last name:

Tip: Try just the first few letters.

Search by Location

City

State or


Zip Code

Vendor Information

CLOSE WINDOW 

 HELP

Vendor Information

Business Name	Simon and Company, Inc.
Contact Person	Leonard Simon
Address	1660 I Street, NW Suite 501
> Map This Address	Washington, DC 20036
Phone	202-659-2229
Fax	202-659-5234
Email	len.simon@simoncompany.com
Website	www.simoncompany.com
System Vendor Number	
Renewal	6/10/2014

Commodity Codes

Code	Description
NAICS 81	Other Services (except Public Administration) (More)

Customer Support

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