

## SOLE SOURCE PUBLIC NOTICE

*First Date of Public Notice:* July 6, 2026

*Anticipated Award Date:* July 13, 2026

*Description:* Annual Renewal of Social Media Records Archiving

*Prospective Contractor:* PageFreezer Software Inc. – Vancouver, British Columbia, Canada

*Amount:* \$ 14,510.97

The City intends to purchase the above referenced goods or services, personal services or professional services on a Sole Source basis as allowed in the City's adopted Public Contracting Rules, Section IV Alternative Source Selection Methods for Goods or Services, Personal Services, and Professional Services.

### Protests of Sole Source Procurement:

An affected person may protest the determination that goods, services, personal services, or professional services or a class of goods, services, personal services or professional services are available from only one source.

An affected person must deliver a written protest to the City Manager's office (555 Liberty St SE, Room 220, Salem, OR 97301) within seven (7) days after the First Date of Public Notice as stated above. The written protest must be submitted with a certified check or cashier's check in the amount of \$500 to cover the costs of processing the protest. A protest submitted after the timeline established is untimely, and shall not be considered.

### The written protest must include:

- (1) A detailed statement of the legal and factual grounds for the protest;
- (2) Evidence or documentation supporting the grounds on which the protest is based;
- (3) A description of the resulting harm to the affected person; and
- (4) The relief requested.