



JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

Sole Source Purchases are defined clearly, based upon a legitimate need, and are limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

Sole Source Services are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.

Requesting Division

Name: Christopher Edwards Division/Dept: GTV3 / CAO

Phone: 258-3011 Email: chrise@lexingtonky.gov

Type of Purchase: (X) Goods/Materials/Equipment () Services

Cost: \$200,000

Sole Source Request for the Purchase of: Video Productions Switchers for studio and remotes

- One Time Purchase To Establish Sole Source Provider Contract
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

Vendor Information

Business Name: NPi Audio Visual Solutions

Contact Name: Sam Avellone

Address: 26500 Renaissance Parkway, Cleveland, Ohio 44128-5760

Phone: (216) 514-5023 Email: sam.avellone@npiaiv.com

STATEMENT OF NEED: (Add additional pages as needed)



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The recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the LFUCG. I know of no conflict of interest on my part or the part of any employee of GTV3, and I, nor any GTV3 employee, have any personal involvement in any way with this request. No gratuities, favors or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

1. Describe the product or service and list the necessary features this product provides that are not available from any other option.

These are two video production switchers; one in the GTV3 control room and the other for remote productions. The studio switcher will be for televising LFUCG meetings and the remote (portable) switcher will be for televising events from outside the Government Center. Both switchers will have heavy customizations such as cabinets, cabling and connectors. Additionally, the vender is the only factory authorized training facility in this part of the country.

2. Below are eligible reasons for sole source. Check one and describe.

Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

Uniqueness of the service. Describe. This is the only vender that builds and customizes the remote travel cases for the production equipment. All the equipment will be rack mounted and cabled inside the travel cases.

This is also the only vender who builds and customizes the cabinetry for the studio switching equipment. The cabinets will be built with all the video production gear rack mounted and cabled.

The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe. NPi is the only factory authorized trainer in this part of the country.

Used item with bargain price (describe what a new item would cost). Describe.

Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:



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3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).

Other vendors GTV3 purchases from were contacted and web searches were conducted for vendors that provide this type of customized installation and training. If the numerous pieces of equipment were all purchased separately, it would take several months for the video specialist to complete the task. NPi Audio Visual Solutions is the only NewTek (parent company of the Tricaster) factory-authorized dealer in the surrounding states.

4. How was the price offered determined to be fair and reasonable?

(Explain what the basis was for comparison and include cost analyses as applicable.)

There is no charge for the factory-authorized training and the cost of the components is in-line with internet based companies.

5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

The expertise and experience building customized remote fly package cases and studio cabinetry by this vender will save the LFUCG months of work and additional expenses. All the cases and cabinets are necessary and would have to be purchased regardless, and then built by LFUCG staff.