



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 David Lucas Division/Dept Division of E911

Phone 859-258-3380 Email davidl@lexingtonky.gov

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

Cost: \$30,000

Sole Source Request for the Purchase of:

Ongoing annual maintenance, including upgrades and onsite service and repairs, for logging recording equipment and software for the Enhanced 911 system.

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 Applied Digital Solutions

Contact Name Chad Westfall

Address 210 Townepark Circle, Suite 102, Louisville KY 40243

Phone 502-253-0134

Email cwestfall@applied-ds.com



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STATEMENT OF NEED: (Add additional pages as needed)

My division/department's 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, and I have no 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.

Applied Digital is providing Recording & Logging system service, including parts & labor, for the two systems used by E911 at the PD & FD Headquarters. Service includes on site scheduled and unscheduled maintenance, software upgrades and system configuration adjustments as needed.

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.

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.

Applied Digital is the only manufacturer authorized service provider within our geographical area and thus provides critical on site service within a time sensitive manner. The use of a non-authorized service would negate the warranties while using a vendor from outside the area would not provide timely and cost efficient service for the 911 system.

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.).

Upon contacting the original manufactory of our existing equipment it was determined that the availability of authorized vendors is VERY limited due to the age of our current hardware and software. The current system is no longer manufactured nor supported by the original developer. Applied Digital was selected due to their experience with this older system and ability to obtain parts as needed.

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.)

The cost was based on previous annual rates charged when the equipment was still manufactured with a slight annual increase based on annual CPI. Additionally, the cost was compared to similar service if obtained with a new purchase.

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

Due to the vendor's proximity to Lexington (Louisville, KY) travel cost are very minimal. Expertise obtained during installation of the original equipment and years of service has greatly reduced the total time required to service the equipment and/or software when required.