



## 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 Tracey Thurman Division/Dept. Waste Management

Phone 859-280-8586 Email: tthurman@lexingtonky.gov

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

Cost: Budgeted funds allocated for software licenses, hardware devices, data services, professional services and maintenance support.

Sole Source Request for the Purchase of: RouteWare software licenses, hardware, data services, professional services, and maintenance support.

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 Routeware

Contact Name Jay Nicholas

Address 16575 SW 72<sup>nd</sup> Ave. Portland OR 97224

Phone (678) 653-9818 Email inichols@routeware.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.**

This request is to setup RouteWare as our vendor of cost for additional software licenses, new hardware, data services related to RouteWare equipment, and software maintenance. By using recommended systems from RouteWare, this will enable Waste Management to support the routing project more effectively and reduce support costs.

**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.)

All vehicles in the fleet are outfitted with RouteWare specific hardware components that only work in combination with Routeware software. With new technology advancements, new hardware device, component and new add-ons are necessary to keep the fleet up to date and match the options provided by the RouteWare software. This new purchase is to continue a technical refresh and provide new smart add-ons for the Waste Management fleet. It will also be used to replace out of warranty equipment and keep devices under support.

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.

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



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- 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 inquiries, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).

RouteWare was part of a formal RFP process in which the GBB proposal which included RouteWare was chosen to be implemented as the waste management routing solution. RouteWare has introduced new products including RFID tracking, new RCORE tablets, and other smart technology to use with its Command and Control Software. This sole source will add the ability to purchase new hardware devices, software licenses, maintenance support and data services for the OEB project.

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.)

RouteWare quotes are at cost for the amount of the equipment and services.

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

Using RouteWare equipment ensures correct compatibility with current version of the software. The tablets will allow for better placement in the trucks and allow for easier use and less stress on the drivers using the tablets. This will also free up space in the cab and allow for quicker support as our techs can service the tablets due to it being an All in One device. We will see a cost savings due to less time to install and support once in the field. Also, by purchasing new smart technology add-ons, WM will be able to provide better customer support, work verification and tracking of services provided by WM.