



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 (\$2,499-\$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 Angie Dixon Division/Dept Streets & Roads-EQPW
Phone 859-258-3451 Email adixon2@lexingtonky.gov

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

Cost: \$32,986.32

Sole Source Request for the Purchase of: _____

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 Nichols

Address _____

Phone 678-653-9818 Email jnichols@routeware.com

STATEMENT OF NEED: (Add additional pages as needed)



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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.

No other entity utilizes, supports the CalAmp cellular modem installed in (Water Quality, Waste Management, and Streets & Roads) vehicles.
In concert with the customized vehicle reporting software.

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.

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.).

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.)

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



Routeware Companies

REMITTANCE INFORMATION (EFT PREFERRED): accountsreceivable@routeware.com | PO Box 676074, Dallas, TX 75267-6074

FOR USD CUSTOMERS:

Bank: PNC Bank, N.A.
 Bank Address: 2 Tower
 Center Blvd, East
 Brunswick, NJ 08816
 Acct Title: Routeware, Inc.
 Account #: 8026456977
 Routing #: 031207607

FOR CAD CUSTOMERS:

Bank: Royal Bank of Canada, Toronto
 Bank Address: 180 Wellington Street
 Toronto, ON M5J1J1
 Account Title: Routeware Canada, Inc.
 Account #: 1008812
 Bank & Transit #: 003, 01024
 GST/HST no. 81978 8480 RT0001 (ReCollect)
 GST/HST no. 86480 2954 RT0001 (RouteOptix)

Invoice

Invoice #: INV-021385
 Invoice Date: 05/15/2023

BILL TO

Lexington-Fayette Urban County Government - Streets & Roads
 1555 Old Frankfort Pike
 Lexington, Kentucky 40504

SHIP TO

Lexington-Fayette Urban County Government - Streets &
 Roads
 Streets and Roads
 Lexington, Kentucky 40504

CUSTOMER PO	CUSTOMER NO.	TRACKING NUMBER	SHIP VIA	TERMS	DUE DATE
2023 Annual Support	C000038			Net 60	07/31/2023

DESCRIPTION	QTY	U/M	UNIT COST	AMOUNT
Basic Support & Cellular Coverage (86 units x \$29.99 per unit, per month) (07/01/2023 to 06/30/2024)	86	Each	\$359.88	\$30,949.68
Basic Plus, Custom Input Event (5 units x \$5.00 per unit, per month) (07/01/2023 to 06/30/2024)	5	Each	\$60.00	\$300.00
Virtual Private Cloud Fees (\$144.72 per month) (07/01/2023 to 06/30/2024)	1	Each	\$1,736.64	\$1,736.64
Subtotal				\$32,986.32
SHIPPING				\$0.00
SHIPPING (RMA)				\$0.00
TAX				\$0.00
VAT				\$0.00
VAT-nr				\$0.00
Total				\$32,986.32
PAYMENTS APPLIED				\$0.00
REMAINING DUE				\$32,986.32 USD

PLEASE NOTE: To the extent you do not have a currently effective written contract for services with a Routeware company, by paying this invoice, you agree that the terms and conditions found at <https://routeware.com/Clients/> will apply to and govern the services provided to you by Routeware, and therefore, will affect your legal rights and obligations. However, if you have a currently effective written contract for services with a Routeware company, the terms and conditions of your written contract will continue to apply as provided in such contract. As determined appropriate by Routeware, payments that do not reference a specific invoice will be applied to the oldest outstanding invoice.

Current	1 – 30 days	31 – 60 days	61 – 90 days	91 days	Total
32,986.32 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	32,986.32 USD

Customers with a balance 30+ days past due are subject to support hold. Overdue amounts are subject to late payment charge of 1.5% per month.

All returns are subject to a 15% restocking charge. Fees may be occasionally increased to align with inflation and cost increases.