



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 Lt. Jeremy Brislin Division/Dept.: Police/Public Safety

Phone 859-280-8472 Email: JBrislin@lexingtonpolice.ky.gov

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

Cost: Total \$2333.02 / month
\$1901.00 / month (aircraft storage and office rental)
\$432.02 / month (Utilities and Fees)

Sole Source Request for the Purchase of: Police Helicopter hanger rent

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: Signature Flight Support

Contact Name: Whitney Briscoe

Address: 4308 Hangar Drive

Phone 859-255-7724 Email: Whitney.Briscoe@signatureflight.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 is to pay for rent on the Police Helicopter hanger and Office space located at Lexington Bluegrass Airport. Signature Flight Support is the only provider of these services located at Bluegrass Airport. The next closest vendor is in Georgetown, Kentucky.

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.

Uniqueness of the service. Describe.

Hanger is only available at Bluegrass Airport in Lexington

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.).

Lexington Bluegrass Airport is the only airport in this immediate area that provides this product. Georgetown and Frankfort have airports but it is not economically feasible to fly to these locations or store the aircraft there.

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.)

Signature Flight Support is the only company that hanger space can be rented by at Lexington Bluegrass Airport. They are providing a large amount of space to us at a discounted price. We have done business with the company for years without incident.

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

The rent is cheaper than building a facility to maintain the helicopter at this location.