



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 L. Edward MacKey Division/Dept Engineering

Phone 3413 Email emackey@Lexingtonky.gov

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

Cost: Lease to own @ \$ 405.79 per-month

Sole Source Request for the Purchase of: Custom built Contex cscx3615r scanner with touch screen, Repro software, and stand & ipf765 Canon printer

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 Lynn Imaging

Contact Name Tommy Weaver

Address Lexington, KY

Phone 859-619-5806 Email tweaver832@aol.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 a custom built system designed for effective large format document management. The combination of color scanning and storage in various formats will be a time saver and an efficient tool for document management. The touch screen iPlan table will allow mark-up functions for drawing review and easy store. This system will also facilitate mini meeting with the ability to do on screen mark-ups. From the mark-up screen drawings and other documents can be retrieved, printed and electronically transmitted.

Presently we spend \$367.00 per month on a lease of an antiquated Xerox machine that produces only black and white pixilated prints, a machine that is no longer supported by its manufacturer nor does it provide the output needed for our large format document management needs.

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.

This is a custom built system exclusively for large document management as described above.

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. (See notes above)

The features of this new equipment are described above.

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.



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Lynn is the sole authorized provider of this custom built product as described above.

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.).

Xerox has been consulted on providing an optional equipment but cannot customize to this need. Further the Xerox company no longer manufactures, supplies or supports large format printing.

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.)

We now spend \$367.00 for maintenance only for a single piece of equipment that is an antiquated Xerox scanner.

This new arrangement will involve a lease payment of \$405.79 at the provision of three new state of the art pieces of equipment the department will use for large document management and will eventually own.

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

See
above.

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