



## 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 Robert Stack Division/Dept Enhanced 911/Public Safety

Phone 859-280-8184 Email rstack@lexington911.ky.gov

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

Cost: TBD – for use by multiple divisions

Sole Source Request for the Purchase of: Preventive Maintenance Plan (PMP) for audio/video equipment located at the Public Safety Operations Center.

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 M3 Technology Group

Contact Name Collin McGinley, Account Manager

Address 925 Airpark Center Dr., Nashville, TN 37217

Phone 865-691-1124 Email CollinMcGinley@M3TechGroup.com



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**STATEMENT OF NEED:** (Add additional pages as needed)

The three divisions attempted to obtain quotes from the only two local vendors who sell and support the Crestron system in use at the Public Safety Operations Center (PSOC). Both local vendors refused to provide a Preventive Maintenance Plan (PMP) quote, because they did not install or configure the equipment when installed new with the PSOC construction in 2016. Both vendors would rather install a new system and provide support from that point onward. M3 Technology Group was the original installer of audio/video equipment used by Enhanced 911, Emergency Management and 311 since occupying the facility.

**1. Describe the product or service and list the necessary features this product provides that are not available from any other option.**

Sondra wrote:

A Crestron System integrates various video conference, television, camera monitoring and audio signals that can be shared within the PSOC. The best example of the complexity of an integrated system is the audio video capability in Emergency Management's Emergency Operations Center.

**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. There are only two local vendors that seller, install and support for a Crestron System and peripherals and neither local vendor submitted a quote to perform preventive maintenance for the system. M3 Technology Group installed the hardware new and has offered the only quote for PMP for all three divisions.

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:



## **JUSTIFICATION FOR SOLE SOURCE CERTIFICATION**

**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.).**

A web search revealed two local vendors for Crestron audio/video equipment: Barney Millers and NewTech. Both vendors were offered an opportunity to examine the scope of work and facility. Only NewTech toured the facility and took notes on the hardware. Neither vendor elected to submit a quote.

**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.)

Consultation with local vendors.

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

The vendor has both remote and on-site support. However, the remote support is a cost-savings feature to avoid trip calls for resolving technical issues. The vendor can often identify the source of issues through remote diagnostics and can offer a solution or pricing for equipment replacement and installation.