

## SOLE SOURCE PURCHASE INFORMATION AND FORM

The following information is being provided to aid departments in determining if a purchase could be considered a sole source, as well as the Sole Source Purchase Justification Form that would need to be completed and approved prior to purchase.

As stated in the Procurement Policy, the definition of sole sourcing is the "Selection of one particular supplier to the exclusion of all others. This decision may be based on lack of competition, proprietary technology, copyright or a supplier's unique capability. In government procurement, a sole source justification may be required from the requestor. As it pertains to the City, a sole source justification is required as set forth in this policy."

The following sole source information is also stated in the Procurement Policy and will be helpful when considering if a particular procurement could be considered a sole source as well as required approval(s):

**7.2 Sole Source.** The Procurement and Contract Services Manager may waive the requirement of competitive bids or proposals for supplies/services when he/she has determined in writing the following conditions:

- a. supplies or services are proprietary and only available from the manufacturer or a single distributor;
- b. based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed;
- c. supplies or services are available at a discount from a single distributor for a limited period of time; or
- d. A firm has significant previous or specialized knowledge on a proposed project that would result in significant monetary and/or time savings in completion of the project.

7.2.1 Sole source purchases shall be subject to approval as follows:

- \$.01 – \$9,999.99: Department Director and the Procurement and Contract Services Manager prior to purchase. Any resulting contract shall be reviewed by Law and signed by the City Manager.
- \$10,000.00 - \$49,999.99: Department Director, Procurement and Contract Services Manager, City Manager prior to purchase, with written recommendation from the above.
- \$50,000.00 and over: Department Director, Procurement and Contract Services Manager, City Manager, applicable committee, and City Council prior to purchase with written recommendation from the above.

Departments must submit a sole source request on the appropriate form and include justification for the sole source.

Per the information stated above, if it is determined that a purchase may be a sole source, complete a Sole Source Purchase Justification Form. The requestor should obtain justification from the supplier's manufacturer if applicable. Justification should be provided with the submission of a Sole Source Justification Form either in the space provided on the form or as an attachment. The completed form shall then be submitted to the Procurement and Contract Services Manager.

The Procurement and Contract Services Manager or assignee will investigate the request. If request is found to be acceptable, Procurement and Contract Services Manager will execute and route for other appropriate signatures (approvals required as stated on the bottom of the form) if required. If request is found to be unacceptable, or more information is required, Procurement and Contract Services Manager or assignee will contact requestor for more information before routing for applicable approval(s).

If the request is approved, an executed copy shall be returned to the requestor.

**SOLE SOURCE PURCHASE JUSTIFICATION FORM**

**SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER  
DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE  
SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM**

Date: 11/16/22                      Department: Police                      Requested By: Deputy Chief John Boenker

Vendor Contacted & Address: Xybix Systems, Inc.  
8207 Southpark Circle  
Littleton, CO 80120

Phone Number: 303-683-5454

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need  
(attach separate sheet/memo if needed):

In 2021 the Police and Courts Facility completed building renovations that included two additional dispatch consoles. Due to budget constraints the existing eight dispatch consoles were unable to be updated and replaced. In order to maintain equivalent equipment and continuity of operations, we would request the eight replacement consoles be purchased from the same vendor as the recent expansion consoles. This would allow for standard and consistent setup of the dispatch consoles. This will also assist in the care and maintenance of the equipment ensuring all the positions in the center were from a single manufacturer and installer.

Estimated Annual Cost: \$190,723                      Was the request budgeted?  Yes     No

Term of this sole source is: 11/16/2022 through 05/01/2023

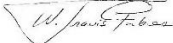
Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source?  Yes                       No

Other Contacts	Their Responses:
Name: _____	_____
Address: _____	_____
Phone #: _____	_____
Name: _____	_____
Address: _____	_____
Phone #: _____	_____

Was the manufacturer contacted for other distributors?  Yes     No

Please explain:  
This equipment is purchased and assembled directly from the manufacturer and installed by them.

I concur with the above explanations and approve this request:

 _____ Department Director	11-17-22 Date	_____ City Manager	_____ Date
_____ Procurement and Contract Services Manager	_____ Date	_____ Park Administrator	_____ Date
_____ City Clerk as approved by Council	_____ Date		

**APPROVALS REQUIRED:**

**APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):**  
 \$ .01 - \$ 9,999.99      Department Director, Procurement and Contract Services Manager Approval

\$ 10,000 - \$ 49,999.99	Department Director, Procurement and Contract Services Manager Approval, City Manager Approval
\$ 50,000 - & Above	Department Director, Procurement and Contract Services Manager Approval, City Manager & City Council Approval

**APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:**

\$ .01 - \$ 9,999.99	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 10,000 - \$ 49,999.99	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 50,000 - & Above	Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval