

## SOLE SOURCE PURCHASE JUSTIFICATION

Submit this Form to the Procurement and Contract Services Division for Approval Prior to Placing an Order

**Date:** 02/20/18      **Department:** Police      **Requested By:** Major Curt Mansell

**Vendor Contacted & Address:**  
 Paragon Tactical Inc  
 1580 Commerce St  
 Corona, CA 92880

**Phone Number:** 951-736-9440

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)

Maintenance/Warranty contract on police firing range and associated software. Keep system up and running with current upgrades. See council packet for more detailed explanation.

Estimated Annual Cost: \$13840.00

Was the request budgeted?  Yes       No

**Term of this sole source is:** 5 year service agreement

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:

They are sole proprietor for the targeting system and associated software

I concur with the above explanations and approve this request:

Department Director \_\_\_\_\_ 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):**

- \$ 1,000 - \$ 9,999      Department Director, Procurement and Contract Services Manager Approval
- \$ 10,000 - \$ 19,999      Department Director, Procurement and Contract Services Manager Approval City Manager Approval
- \$ 20,000 & Above      Department Director, Procurement and Contract Services Manager Approval, City Manager & City Council Approval

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

- \$ 1,000 - \$ 9,999      Parks Administrator & Procurement and Contract Services Manager Approval
- \$ 10,000 - \$ 19,999      Parks Administrator, Procurement and Contract Services Manager Approval
- \$ 20,000 & Above      Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval