



Sole Source Request

Directions: Complete the request, attach supporting documentation, sign, and submit to the Procurement and Contract Services Manager for consideration. The information provided should be sufficient to withstand challenges from other vendors, their representatives, City staff and members of the public. The use of brand name descriptions and standardization is the least preferred type of justification

Definition: A procurement decision whereby purchases are directed to one source because of standardization, warranty, unique knowledge, significant cost savings, proprietary product, or restricted distribution, even though competitive sources may be available. Issuing a solicitation for goods and or services is not necessary when the Procurement and Contract Services Manager determines and documents the fact that a sole source vendor for the good or service requested is in the best interest of the City.

IMPORTANT: Time constraints may not be considered a factor if the requester has not sought competitive bids or proposals in a timely manner.

Requesting Department/Division:	Public Works and CBS
Requestor Name and Phone:	Sharon Bloom 816-969-1615
Good/Service to be purchased:	Dispatch consoles for Joint Operations Facility
Sole Source Request	This sole source request is necessary because (Check all that apply): ☐ Goods or Services are proprietary and only available from the manufacturer or a single distributor, or service provider (<i>attach sole source letter from manufacturer</i>) ☐ Based on past procurement experience, it is determined that only one (1) distributor services the region in which the good or service is needed ☐ Goods or services are available at a discount from a single distributor for a limited period of time ☒ Vendor 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. ☒ Maintain uniformity and consistency in an area (e.g. decorative light pole, bench, or other infrastructure), a good must be purchased from a single distributor ☐ Required by Granting Organization (Grant Requirement) ☐ Maintenance/Repair required to maintain manufacturer's Warranty ☒ Interchangeability with existing equipment ☐ Standardized product – provide copy of approved Standardization request ☐ Other – provide detailed justification
Supporting Documentation/Information – Attach additional pages as needed	
1. State the need for the purchase of the good or service:	This furniture consists of dispatch consoles for both Police and Fire Dispatch and their training areas.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	This company is the supplier for all the furniture in the police dispatch center. Using the same consoles in the new facility will match the current furniture, of which eight consoles will be repurposed in the new facility. It will allow a uniform approach to maintenance and repair having all dispatch consoles from the same vendor and allow dispatchers to use all consoles interchangeably. The PD has had years of experience with this vendor and they have proven to be dependable and provide a quality product.
3. Describe any other facts that support the request (if any):	n.a.
3. Were other Vendors contacted? List names of vendors.	No
4. Anticipated Annual Spend:	\$816,537.00
5. Requested length of time the sole source is needed:	What is the requested length of time requested for the sole source? (Check the one that applies) ☐ One-time purchase ☐ 6 months ☒ 1 year ☐ Until the good or service is replaced or no longer needed by the Requesting Department
6. Vendor's Information Name, Contact, Address, Email, and Phone	Xybix Systems, Inc. 8207 South Park Circle Littleton, CO 70120 Phone 303-693-5656 Fax 303-683-5454



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Statement of Need and Certification: The sole source request is based upon an objective review of the good/service and market availability, and appears to be in the best interest of the City. I know of no conflict of interest on my part. No gratuities, favors or compromising actions have taken place. I hereby certify that this justification is accurate and complete to the best of my knowledge and belief.

Director/Chief Name

Director/Chief Signature

Date

-----DO NOT WRITE BELOW THIS LINE-----

☐ **Request Declined:** The request for a sole source purchase is declined for the following reason(s):

☐ Request may be submitted for consideration once the needed additional information is provided.

Procurement & Contract Services Manager Signature : _____ Date _____ *Request Declined*

☐ **Sole Source Request Approval:** Based on the information provided the sole source request is approved.

The request is good for (time period): _____

Goods – proceed with processing of a requisition. Services – a services agreement may need to be negotiated between the Vendor and City before proceeding with the processing of a requisition.

Procurement & Contract Services Manager

Date

City Manager

Date

Park Administrator

Date

APPROVED AS TO FORM

Office of the City Attorney

Date

Original to File in Procurement

Copy returned to Requestor

APPROVALS REQUIRED – Based on One-time or Annual Anticipated Spend

\$5,000 - \$19,999.99

Department Director, Procurement and Contract Services Manager Approval

\$20,000 - \$74,999.99

Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator Approval

≥ \$75,000

Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator, and
Council/Park Board Approval