

**WASHOE COUNTY
SOLE SOURCE PURCHASE REQUEST FORM**

This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.

DEPARTMENT ___ Sheriff _____ LOCATION ___ Sheriff's Forensics _____

REQUESTOR'S NAME ___ Lisa Smyth-Roam _____ TELEPHONE # ___ 328-2898 _____

REQUISITION NUMBER _____ DATE ___ 4/4/18 _____

RECOMMENDED SOLE SOURCE SUPPLIER ___ ThermoFisher Scientific _____

DESCRIPTION OF GOOD OR SERVICE REQUESTED ___ 3500 XL Genetic Analyzer _____

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

(X) 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

ThermoFisher Scientific is the only company that manufactures and distributes the 3500 XL Genetic Analyzer. This instrument is a newer model of the genetic analyzers currently used in the WCSO Forensic Science Division and is therefore the only genetic analyzer that is compatible with all the current technologies and software currently used by the WCSO FSD in the processing of criminal cases and offender samples for DNA.

(X) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

The 3500 XL is a newer model of the genetic analyzers currently used in the WCSO Forensic Science Division and is therefore compatible with all the current technologies used in the processing of criminal cases and offender samples for DNA.

(X) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

The Washoe County Sheriff's Office Forensic Science Division will receive 8 hours of training as part of the purchase costs of the 3500 XL.

(X) 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

ThermoFisher Scientific is the only manufacturer and distributor of the 3500 XL.

Contact: Kelcey Kemp
ThermoFisher Scientific
180 Oyster Point Blvd.
South San Francisco, CA 94080

Mobile: 760.423.2582
kelcey.kemp@thermofisher.com

() 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

() There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

() A selection process was utilized to select the most qualified person.

() The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

(X) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

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(X) 7. The following provides justification as to reasonableness of price:

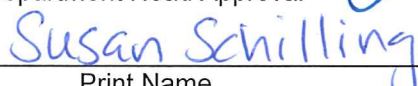
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I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.



Signature of Requestor



Department Head Approval


Print Name

I, Pamela Mann, authorized Buyer, recommend the following:

(X) Sole source justification is adequate and purchase is authorized without competitive bidding.

() Sole source justification is inadequate and requisition is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the order.

Pamela Mann, CTCM, CTPM

Buyer

04/09/2018

Date

Purchasing & Contracts
Administrator

Date

