

# WASHOE COUNTY SOLE SOURCE PURCHASE REQUEST FORM

This form is required for sole source approval of any of the following:

**Non-grant funds:**

- Equipment or supplies exceeding \$25,000
- Professional Services exceeding \$50,000

**Grant funds:**

- Equipment or supplies exceeding \$10,000
- Professional Services\* exceeding \$10,000

\*Note: Noncompetitive awards to professionals or consultants that are on retainer contracts are restrictive of competition and not allowable under OMB guidelines.

DEPARTMENT WCSO, Special Ops/Investigations

REQUESTOR'S NAME Phil Jones PHONE # 775-321-4940

REQUISITION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

RECOMMENDED SOLE SOURCE SUPPLIER LEHR

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 75,000.00

Description of good or service requested:

**Purchase of two LPR Trailers. LPR trailers are designed for law enforcement and traffic safety applications. These trailers provide portable traffic calming/monitoring and speed limit enforcement in one self-contained unit. Its lightweight design allows rapid deployment at any location where traffic safety is a concern.**

Unique features/qualifications required that are not available from another supplier:

**This system is equipped with a proprietary software database that is currently being utilized by Clark County, Washoe County and other jurisdictions throughout the state and other HIDTA areas. Using another brand renders the system useless because it will not interface with current systems used in the State.**

Were other options sought?

- If yes, why were they unacceptable? If no, why were alternatives not reviewed?

**No, Using another brand of trailer will not interface with the current systems being used in the State of Nevada and Washoe County.**

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

**Talked with the State HIDTA Office and other HIDTA agencies to determine which system and software database is being used within the state to ensure interfacing between areas.**

I have read and understand the Policies and Procedures of the Board of County Commissioners including the Washoe County Grants Manual (if applicable) with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County and grant 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 supplier specified 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. Select all of the following applicable to the requested purchase. Attach additional information if necessary.*

**Note: Grant-funded purchases must fall under either 6, 7 or 8 below.**

( 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.

**The system and data are proprietary and is not shared with others. Using other brands renders the system useless because it will not interface with the current LPR systems used in Washoe and Clark County. This system is used exclusively throughout HIDTA in many other states, using another system will greatly reduce the intended operational objectives for purchasing the system.**

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

**This system is used exclusively throughout HIDTA in many other states, using another system will greatly reduce the intended operational objectives for purchasing the system. These trailers are compatible with currently used LPRs.**

( ) 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.

( ) 4. 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 ) 5. 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.

( x ) 6. The product or service is available only from a single source.

( x ) 7. The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the grantee department. (Attach sponsor authorization)

( x ) 8. After solicitation of a number of sources, competition is determined inadequate.

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

The following provides justification as to reasonableness of price: (i.e.; aligns with market pricing, government discount applied, cost analysis was conducted, aligns with historical pricing, etc.)

**Other bids were not obtained due to the fact that any other brand or manufacturer would be obsolete for use within Nevada because of their inability to data share with systems our law enforcement partners already have in place.**

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

Phil Jones

Print Name



Signature

Department Head Approval

Darin Balaam

Print Name

**For completion by the Purchasing Division:**

( ) Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.

( ) Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_\_.

(X) Sole source justification is adequate and exempt from competitive procurement requirements Uniform Guidance 2 CFR Pt. 200.320.

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

Signature

Purchasing and Contracts Manager  
(or authorized representative)

Mark Stewart

Print Name

08/07/2020

Date