

## 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 \$3,000
- Professional Services\* exceeding \$3,000

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

DEPARTMENT Truckee Meadows Fire & Rescue  
REQUESTOR'S NAME Joe Schum PHONE # 775-313-1582  
REQUISITION NUMBER \_\_\_\_\_ DATE 1/5/2021  
RECOMMENDED SOLE SOURCE SUPPLIER Air Exchange Inc.  
ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 140,000

Description of good or service requested:

Diesel exhaust extraction system retrofit and upgrades for 11 fire stations and 42 fire apparatus.

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

Air Exchange Inc. of Fairfield, CA is the only responding service provider to inquiries for service of both the Nederman and Plymovent exhaust systems. Nederman and Plymovent are currently in use at TMFR stations (Exhibit A lists which stations have Nederman and Plymovent).

Were other options sought?

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

Local vendors have declined or failed to respond to requests to work on the current equipment. Washoe County Building Services also declines to work on equipment. Air Exchange has specific knowledge and background as it relates to currently installed systems at TMFR stations and is the authorized dealer of Plymovent systems.

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?

Consultation with Plymovent corporate headquarters revealed the next closest authorized dealer is in Los Angeles, CA followed by Denver, CO. Nederman systems dealer is in Sacramento, CA (Exhibit B) but has an inferior product that does not capture the higher percentage of exhaust like Plymovent (Exhibit C). While both systems capture exhaust, this retro fit allows for increased capture while maintaining and improving existing systems until their end of useful life.

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.**

- ☒ 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.

Diesel exhaust contains carcinogens recognized to cause cancer. Not exhausting the diesel fumes leaves them to be inhaled in the fire station and to settle on surfaces for touch contamination at a later time. Plymovent systems are designed for fire apparatus and drive through/away capabilities. This allows for a rapid response to emergencies while capturing harmful diesel exhaust for removal from the fire station.

- ☒ 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

Current equipment is a cross between Nederman and Plymovent causing compatibility issues between apparatus and stations. Systems cannot be used at all times depending upon which apparatus are stationed or covering which station. Air Exchange Inc. has designed an approved retrofit that will bring all stations and apparatus to a fully compatible and standardized status (Exhibit D). Four of eleven stations already have Plymovent systems installed and will require minimal upgrading.

- ☐ 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.

- ☒ 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.

☐ 6. The product or service is available only from a single source.

☐ 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)


☐ 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.)

Pricing quote provided was negotiated to be best available and fair pricing. Consideration was given to use of existing equipment as much as possible while retrofitting all systems to be universal across the fleet and fire stations. Rather than full replacement costs (est. \$483,000) the retrofit is \$125,000. The additional \$10,000 was to be spend outfitting 10 apparatus and under the proposal would be used to outfit 42 apparatus with the some amount of money. Air Exchange has been servicing and repairing TMFR systems for several years with little fluctuation in pricing.

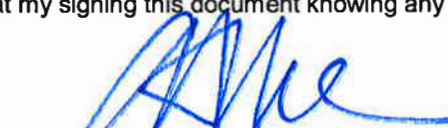
I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.



Signature of Requestor

Joe Schum, Division Chief

Print Name



Signature

Department Head Approval

Charles Moore, Fire Chief

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.\_\_\_\_\_.

☐ 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

02/19/2021

Date