

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 Washoe County Sheriff's Office

REQUESTOR'S NAME Lieutenant Phil Jones PHONE # 785-6204

REQUISITION NUMBER _____ DATE May 4, 2021

RECOMMENDED SOLE SOURCE SUPPLIER Action Aircraft

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) Year 1 \$248,250.00
Total = \$248,250.00

Description of good or service requested:

RAVEN Kiowa OH-58 engine overhaul for the Special Operations Division Search and Rescue/RAVEN Unit.

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

The Washoe County Sheriff's Office already utilizes Action Aircraft for repairs and replacement of OEM and PMA parts. Rolls Royce, the manufacturer, no longer supports or services this equipment. Action Aircraft is the only company who will supply an 8130 Flight Worthiness Certification using OEM parts and standards. By purchasing from Action Aircraft, the RAVEN program will be able to continue to follow FAA regulations and standards.

Were other options sought?

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

No other alternatives were sought because none are available to meet the OEM regulations and standards and provide the 8130 Flight Worthiness Certification.

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?

The RAVEN maintenance program survives by networking in the aircraft industry. The RAVEN aircraft are an aged asset which requires networking to acquire parts which are limited due to the age of the aircraft. Action Aircraft is the only business which is capable of completing the work required and certifying it to comply with FAA regulations and standards.

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.

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

The RAVEN Kiowa OH-58 overhaul is the rebuilding of an already utilized engine.

(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 has utilized the RAVEN program since 1996 to support search and rescue, fire prevention, and crime suppression efforts. The program maintains training standards set forth by the FAA, various federal and local organizations for piloting, tactical flight officer, helo manager and mechanic positions.

() 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.

Action Aircraft, L.P.
10570 Olympic Drive
Dallas, Texas 75220
Phone (800) 909-7616
www.actionaircraft.com
Sales Representative – Steve Van Hemert

(X) 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.)

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


Signature
Department Head Approval

Lieutenant Phil Jones
Print Name

T. O'Connor
Print Name

For completion by the Purchasing Division:

(X) 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.

Mark Stewart Digitally signed by Mark Stewart
Date: 2021.05.11 14:41:01 -07'00'

Signature
Purchasing and Contracts Manager
(or authorized representative)

Mark Stewart

Print Name

05/11/2021

Date