

# 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 Regional Public Safety Training Center

REQUESTOR'S NAME Brian deMunnik

PHONE # 775 789-5438

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

DATE 4/27/2021

RECOMMENDED SOLE SOURCE SUPPLIER KFT Fire Trainer, LLC

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 145,602

**Description of good or service requested:**

NFPA (National Fire Protection Agency) 1402 compliance upgrade of the KFT Class B Structural FIRETRAINER T-1000 system at the Regional Public Safety Training Center Burn Tower.

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

This upgrade includes replacement of the building PLC to the new ControlLogix PLC, which contains proprietary software. All discontinued text display panels will be replaced with eX-series panels, including all new software for these panels and supporting PLC software. The RPSTC Burn Tower Class B KFT fire systems will remain and the upgrade for safety and NFPA 1402 compliance must be compatible with existing systems, which are proprietary to KFT Fire Trainer, LLC.

**Were other options sought?**

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

The RPSTC Burn Tower is a complex system that will not be replaced, but upgraded to meet code and user functionality. The upgrade must be accomplished with original manufacturer equipment to interface with the existing equipment and proprietary software. The extreme temperatures and safety risks associated with the four natural gas burn stations require all systems, including hazardous gas sensors, to work together. The upgrade to the KFT T-1000 does not have any third party providers and KFT has not authorized any company to upgrade, repair or make modifications to the system.

**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 initial installation of the RPSTC Burn Tower was approximately 19 years ago and currently the Tower is out of compliance for NFPA 1402. The current physical gas training equipment is still in good repair. In order to save over \$750,000 for an entirely new Class B fire training system, the RPSTC has found the replacement of the proprietary T-1000 components to be fiscally responsible. KFT Fire Trainer is the only company authorized to upgrade, repair or make modifications to the Class B Structural FIRETRAINER T-1000. KFT has not authorized any third parties to modify the proprietary, NRTL certified designs. The complexity of the system and the critical safety measures designed to protect lives requires the following

of NFPA 1402 guidelines and certified engineering designs. This must be accomplished by one company. The associated cost is in line with the market value of components similar in design.

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 KFT Fire Trainer Class B Structural FIRETRAINER T-1000 system is a proprietary system and upgrades made to the system require Proprietary software and equipment. KFT Fire Trainer has not authorized any third parties to modify the proprietary, NRTL certified designs.

( 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 RPSTC Burn Tower is operated and maintained by two County Maintenance workers who have been trained and have years of experience with KFT Fire Trainer, LLC. The Reno and Sparks Fire Departments also have trained KFT Fire Trainer operators.

( ) 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.

KFT Fire Trainer, LLC  
17 Phillips Parkway  
Montvale, NJ 07645-1810  
(201) 300-8100

( 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

BRIAN DEMUNICK  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature  
Department Head Approval

WAYNE YARBROUGH  
\_\_\_\_\_  
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.

\_\_\_\_\_  
Signature  
Purchasing and Contracts Manager  
(or authorized representative)

Mark Stewart  
\_\_\_\_\_  
Print Name

05/10/2021  
\_\_\_\_\_  
Date