

Lewis County—Sole Source Justification

Appendix C

This form was completed by:

Scott Smitherman Administrator 911 Comm.
Name Title Department

Requested Vendor: <u>Day Wireless</u>	Cost Estimate: <u>\$ 95,000</u>
Vendor's Address: <u>39 International way</u>	Vendor Phone: <u>360-772-2890</u>
Vendor Email	Vendor Contact
Address/Website: <u>Daywireless.com</u>	Name: <u>Chris Tate</u>

1. Describe the product, service, or system. Attach all information:

Microwave System upgrade (Info Attached)

2. Below are eligible reasons for sole source. Check all boxes below that apply to your sole source situation and attach any useful documents to justify the sole source. Space is available on page 2 to describe the applicable reasons.

- ☐ **Compatibility to existing County standard or to existing equipment, inventory, systems, data, programs, or service.** Describe. List efforts to find other sources.
- ☐ **Licensed or patented product with only one dealer.** Describe. Attach documentation if available, to confirm your source is the only dealer or supplier for this region.
- ☒ **Only authorized Service Provider, Repair and/or Warranty Services.** Describe.
- ☒ **Unique design:** Purchase requires unique features that are essential to its design and specific to a particular supplier. Describe.
- ☐ **Used item:** Surplus item bought through an auction or distributor that would represent good value and is advantageous to the County. Describe.
- ☐ **Delivery Date:** Only one supplier can meet required delivery date. Describe and list efforts to find other suppliers to meet the delivery date.
- ☐ **Project or Research Continuity:** Product, systems, services, or data must comply with an ongoing project, research, data, testing or analysis. Results would be interrupted or compromised without continuity. Describe.
- ☐ **Other:** Please describe:

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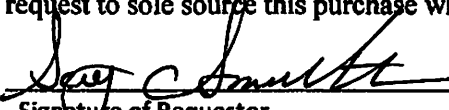
Provide a Description of the Sole Source Reasons Checked on Page 1:

Sole company within the local area that
can purchase, install, and service this microwave
equipment.

This equipment is being purchase through
National Association of State Procurement
Officials (NASPO)

STATEMENT OF NEED:

My department's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.


Signature of Requestor

05/15/2020
Date

Signature of Elected Official or Appointed Director
(if under \$40,000)

Date

Note: Board of County Commissioners approval required for over \$40,000.

Please complete this form in its entirety and include with the payment voucher requesting payment to the vendor. Please retain a copy for your records.

Lewis County
REQUEST FOR QUOTATION
*****Not An Order*****

Lewis County is requesting quotations for the following item(s). This quote must be received back by _____ to be considered. If you have any questions regarding this quote, please see the contact information below.

Vendor Name:	Contact Person:
Vendor Address:	Telephone Number:

Item #	Description	Quantity	Unit Price	Total per Item

SEE ATTACHED

PRICES QUOTED ARE FIRM FOR _____ Days.	Sub Total:
	Freight*
Sales Tax %: _____	Sales Tax:
	TOTAL:

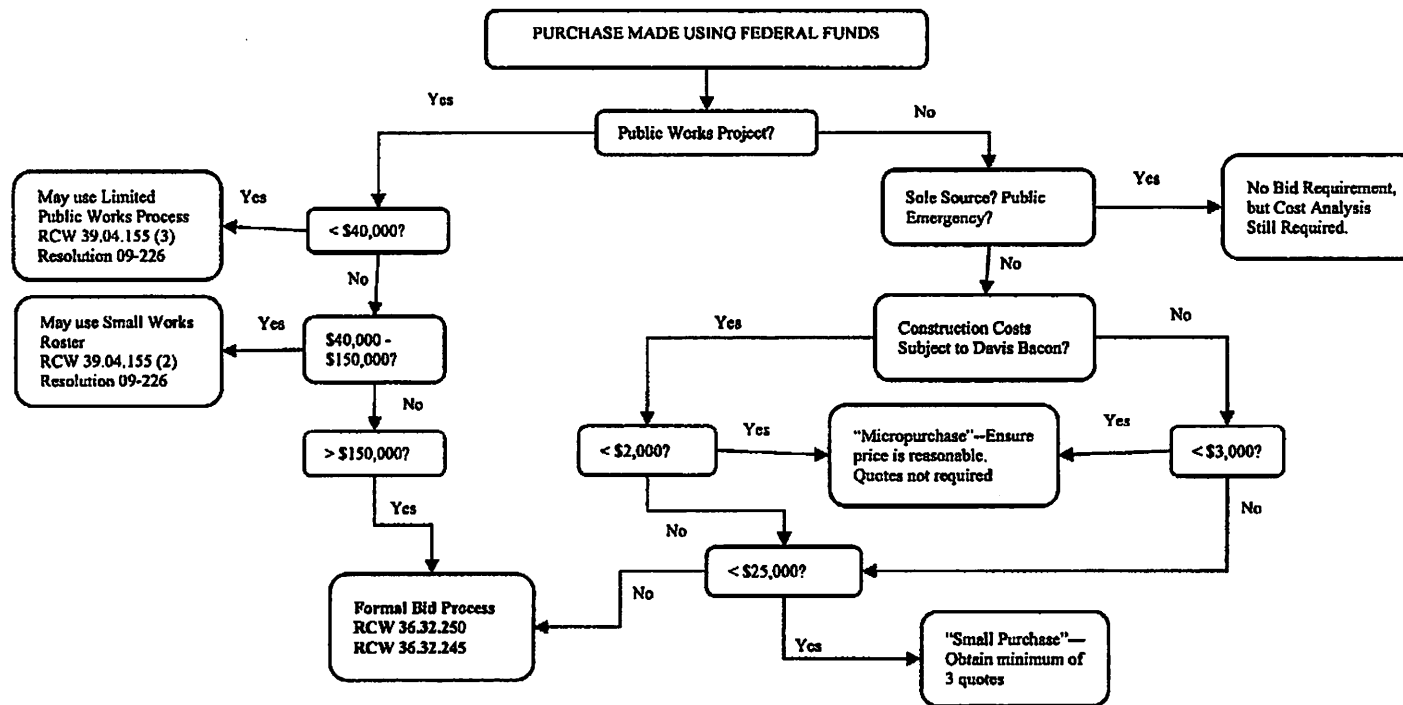
SIGNATURE OF COMPANY REP.: _____ DATE: _____

Delivery Site: _____
 Comments: _____
 Payment Terms: _____

Return Quote Form to:
 Attention: _____ Fax: _____
 Email Address: _____ Phone: _____

*Prices Quoted are to be freight included or firm freight amount is to be listed.

Appendix A: This flow chart reflects the information in Sections 8, 9, and 14 of the Lewis County Procurement Procedures Manual. Please see those sections for additional information.



				Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities. Web Link
WA	Not prohibited if justification is established. "Sole source" means a contractor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source to provide the goods or services.	Enabling Legislation: RCW 39.26.140. As per Policy #DES-140-00, effective January 1, 2013 and unless otherwise exempt, all agency sole source contracts over \$10K (or \$13K for small business) must: 1) Be submitted to the Department of Enterprise Services (DES), with supporting justification, not less than 10 working days prior to the contract start date. 2) Be approved by DES before the contract becomes binding, services are performed and goods are received. 3) Be made available for public inspection not less than 10 working days prior to the contract start date. In addition, notice of all agency sole source contract opportunities must be posted on the state's enterprise vendor registration and bid notification system (currently the Washington Electronic Business Solution (WEBS)) for at least five (5) working days.	Statute Link Policy Link	
WI	Noncompetitive negotiation (sole source) is the process that may be used to purchase a product or service that can be obtained only from one source. The agency must demonstrate and the State Bureau of Procurement must concur that only one source exists, that the price is equitable, and/or that noncompetitive negotiation is in the best interests of the state. Delegated state agencies are authorized to approve sole source procurements \$25,000 or less. Sole source waivers for purchases over \$25,000 require the Governor's approval.	One or more of the following circumstances, with adequate justification, may serve as the basis for using noncompetitive negotiation: A. The service is unique or of a proprietary nature available from only one source. B. Grant monies are involved, that cannot qualify as an exemption, that require subcontracts and specify the contractor. C. A public emergency exists where the urgency for the required service will not permit competitive solicitation. D. Substantial time pressure exists beyond the agency's control. (This does not include administrative delays or confusions in processing the necessary paperwork for purchasing approval.)	This is a link to State Procurement Manual policy PRO-C-13, NONCOMPETITIVE NEGOTIATION (SOLE SOURCE): Web Link The policy contains references to applicable statutes and administrative code and a link to the Wisconsin statutes and codes.	
WV	Sole source allowed if certain criteria are met and public posting yields no challenge by other vendors. WV can also create a list of things that are impossible to bid.			