



CITY OF OCEANSIDE JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND

Administrative Directive, Procurement Process

The City of Oceanside Municipal Code, Sections 28A.1, 28A.9, 28A.12 and Purchasing Directive Section V, Paragraph M defines competitive bidding and the established criteria for Justification for Sole Source/Sole Brand purchasing. Justification for Sole Source/Sole Brand form should only be used after all competitive bidding methods have deemed to be inappropriate or unable to fulfill requirements for the City of Oceanside.

Request for: X SOLE SOURCE SOLE BRAND

Vendor Name: DiscoverIT Solutions

Item: Security Camera Equipment & Installation

JUSTIFICATION FOR REQUEST:

Complete all applicable sections, **provide detailed explanation** below, attach all supporting documentation and additional explanation sheets, if required.

SOLE SOURCE - UNAVAILABLE FROM ANY OTHER SOURCE.

Product(s) that can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product has been proven to be the only product acceptable. Provide specifics on product selection, what are the unique features, how & why compatibility exists to current equipment needs.

Explanation: _____

Service(s) are defined as a vendor who provides a unique services and possesses unique qualifications to complete service. (Identify specific, measurable factors & qualifications.) **Does not include Professional Service Agreement.*

Explanation: DiscoverIT is a local vendor that has installed camears and video storage equipment across many city facilities. Their knowledge of the existing security system enables them to efficiently and reliably install hardware and configure software when components need to be added or replaced.

SOLE BRAND. Various vendors can supply the specified model/brand or similar brands and competitive bids will be solicited for the best brand. Provide details of other brands evaluated and reason(s) for rejecting. Provide brand name, model, vendor name, date, and name of each person contacted. To "match and intermember" is not normally an acceptable justification for sole brand. When you determine this is a justified factor which should be considered: the quantity, manufacturer, brand, model, property number of the existing equipment, and necessity for "interfacing" must be provided.

Explanation: _____

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UNJUSTIFIED FACTORS FOR SOLE SOURCE/SOLE BRAND:

1. Personal preference for a product or vendor.
2. Cost, vendor performance, local service, maintenance, and delivery (these are award factors in competitive bidding).
3. Features which exceed the minimum department requirement, e.g. heavy duty and quality.
4. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for "unique features".
5. The statement "no substitutions" will not be considered without completion of the "Justification for Sole Source/Sole Brand" form.
6. Lack of advance planning for activity, unless deemed an Emergency Purchase per Administrative Directive.
7. Concerns related to the amount of funds available for the acquisition of goods or services.

CERTIFICATION:

As an approved department representative, I have gathered technical information and have made a concentrated effort to review comparable/equal equipment. This is documented in this justification. I hereby certify as to the validity of the information and feel confident this justification for sole source/sole brand meets the City's criteria and is accurate.

Department Approval	If Requisition less than \$25,000
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by: Chris Freeman Approval: Dave Riha
(Print/Type Name) (Print/Type Name) (Signature)

Date: _____ Date: _____

City Manager Approval	If Requisition Greater than \$25,001 to \$100,000
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City Manager Approval: _____
(Print/Type Name) (Signature)

Date: _____

City Council Approval	If Requisition Greater than \$100K
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Summary Date: _____ Item # _____ Doc #: _____