



**CITY OF NORTH PORT PROCUREMENT REQUEST FORM
SOLE/SINGLE SOURCE/STANDARDIZATION**



Please indicate: Visa Purchase Purchase Order

Single Purchase (For current FY) Blanket Purchase (Ongoing purchases for current FY) Change Order Amendment

DEPARTMENT/DIVISION: Police / Fleet NAME OF REQUESTOR: Ken Rappuhn
 If Applicable: COMMISSION MEETING DATE: 1/28/2020 AGENDA ITEM NUMBER: 19-1575

Section 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.

A. Please describe all products and/or services to be procured under this exemption:
 (If additional space is needed, please attach a separate memo)
 Renewal of ongoing KeyTrak support and software license services.

B. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:
 (If additional space is needed, please attached separate memo)
 KeyTrak is the key tracking system currently being utilized by the City. The Police Department would like to continue to receive support from KeyTrak so they can provide ongoing support and service the system as needed.

C. What steps were taken to verify that these goods and/or services are not available elsewhere?
 Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, **do not leave blank**):
 A sole source letter was provided by the vendor stating KeyTrak is a proprietary key control technology and is not manufactured or available through any other source. KeyTrak, Inc is the only authorized provider of support services for the KeyTrak system and software.



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Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, **do not leave blank**):
This is for a sole source product already in place. This is for the ongoing support and software license.

- D. Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

- Patent, copyright or unique design restrictions (*Sole Source*) *Attach verification from Manufacturer*
- Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination (*Sole Source*) *Must attach verification from Manufacturer*
- Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function (*Sole Source*) * Must attach verification from Manufacturer*
- Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the “sole or single source” restriction (*Single Source*) * Must attach verification from Manufacturer*
- When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is *available* from only one source. Testing must be performed as often as practical (*Single Source*) * Must attach verification from Manufacturer*
- Purchases for a brand product are to be made from one selected **supplier**, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City’s needs (*Single Source*). *Must attach backup/supporting documentation to this form.
- Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative (*Single Source*) * Must attach verification from Manufacturer*



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The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available thorough a sole or single source. If competition is available, the parts and equipment must be competed. (*Standardization*) *Must attach justification to this form. For brand-specific items, quotes should still be obtained*

Other: None or some of the above apply. *Detailed explanation and justification for this sole/single source request must be provided below. Attach additional pages as necessary*

E. Vendor Information

Vendor Name: KeyTrak, Inc. Vendor Number: 6633
Address: 200 Quality Circle, College Station, TX, 77845
Contact: Dianne Richards Phone: 800-841-5033 Email: salesadmin@keytrak.com

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 2,171.00

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ 2,171.00

(For Purchasing Division)

Verified By: _____ Date Posted: _____

Sole/Single Source Number: _____ Eff. Date: _____ Exp. Date: _____

PURCHASE DETAILS



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Please provide the amount of the purchase for this product or service: \$ 2,171.00

Account # 001-2100-521.46-01 Project # _____ Subtotal \$ 2,171.00
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
	KeyTrak Support and Software License				2,171.00
Shipping (FOB Destination)					
Total					2,171.00

Attach Additional Pages if Necessary

I approve the Sole/Single Source/Standardization procurement(s) as requested herein:

KK Requesting Department Director: [Signature] Date: 1/13/20
 Budget Administrator: [Signature] Date: 1/14/20 *balance \$ 54,864*
 Purchasing: [Signature] Date: 1/13/2020
 Finance Director (If applicable): [Signature] Date: 1/15/20
 Assistant City Manager (If applicable): _____ Date: _____
 City Manager (If applicable): _____ Date: _____

Print Form **Clear All Fields**