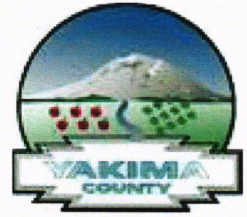




# City of Yakima/Yakima County SOLE/SINGLE SOURCE JUSTIFICATION

Revised January 2018



|                                       |  |                               |   |
|---------------------------------------|--|-------------------------------|---|
| Your Name                             | Stephen Yu                             | Your Department/Division      | I.T. Services   |
| Your Phone                            | 509-249-6807                           | Requisition Number            |   |
| Requested Vendor                      | e3 Solutions, Inc.                     | Cost Estimate (Including TAX) | \$100,000 / yr.   |
| Vendor's Address<br>City, State & Zip | 603 West A Street, Yakima, WA<br>98902 | Vendor e-mail<br>& Website    | <a href="https://ecubedsolutions.com/">https://ecubedsolutions.com/</a> |
| Vendor Contact Name                   | Frank Titus                            | Vendor Phone                  | 509-452-0240  |

1. ARE FEDERAL FUNDS BEING USED? ☐ YES ☒ NO

**If Federal Funds are being used, a Cost Price Analysis, prior to requesting Sole Source, MUST also be attached. (See City /County Purchasing Manual for form).**

2. What are you purchasing? Describe product, service or system. Attach all information (Quotes, etc.).

Yakima Air Terminal-McAllister Field Access Control and Video Security Projects.

Phased projects covering the conversion of the Yakima Air Terminal-McAllister Field's existing Honeywell access control system to LenelS2, and upgrading the terminal's existing analog video security system to a Milestone VMS. The access control phase cost is \$28,759.32. The video security system upgrade is estimated at approximately \$35,000.

**\*\*\* 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. List who you contacted, what they said and how you verified their accuracy.**

- ☒ **Compatibility/Standardization to existing City/County standard or to existing equipment, inventory, systems, data, programs or service.** Describe. List efforts to find other sources (attach documentation, e.g. Internet Screenshots, etc.).
- ☐ **Patented Product.** Attach documentation to confirm propriety (patent letter, etc.) and describe why the patented features are critical to your operation.
- ☒ **Only Authorized Service Provider, Repair and/or Warranty Services.** Attach proof in writing from the MANUFACTURER (not the vendor) confirming there is only one dealer authorized to sell/service in our area.
- ☐ **Unique design:** Requires unique features that are essential, aesthetic requirements, or not possible to match to existing design or equipment. Document the unique specifications that are needed which drove the research in finding a product that fits the specific needs of your department. Explain why these features are critical to your operation.

Is written certification attached? ☐ YES ☐ NO



- ☐ **Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before and entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately), or only one supplier can meet required delivery date (describe why the delivery date is critical and list efforts to find other suppliers to meet the delivery date).
- ☐ **Other Please Describe**

3. **Is this product/service available only through one vendor?** ☐ YES ☐ NO  
If yes, attach documentation that supports the screening process you performed to confirm. (e.g. Internet Screenshots, etc.)

4. **Is this a one-time purchase?** ☐ YES ☒ NO  
If NO, explain.  
Future upgrades and additions to the LenelS2 access control system and the Milestone video management system at the Yakima Air Terminal-McAllister Field and at other City facilities will be necessary. These upgrades and additions are not to exceed \$100,000 per year.

5. **Why is this a sole source vendor?**  
(tell the story).  
See Attached.

6. **What efforts were made to assure the City/County is receiving the lowest or best price possible?**  
Describe and attach a document showing due diligence.  
**Please see the attached document for a narrative on the cost benefits of using a local reseller/integrator.**

**STATEMENT OF NEED/CONFLICT OF INTEREST**

My division'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 City/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 Requester

Date

Signature of Division Manager

Stephen J. Yu  
Digitally signed by Stephen J. Yu  
DN: cn=Stephen J. Yu, o=City of Yakima I.T. Services,  
ou=Infrastructure Division, email=stephen.yu@yakimawa.gov, c=US  
Date: 2019.07.19 10:04:42 -0700

Date Jul 19, 2019

Signature of Department Head

Date

Signature of approval by  
Purchasing Manager

*Luc Dwyer*

Date 7/19/19

Approval by Executive

*Council Approval Required*

Date 7/19/19

**Please complete entire form and forward to Purchasing.**