



City of Yakima

SOLE/SINGLE SOURCE JUSTIFICATION

Revised October 2020

Your Name	Jaime Vera	Your Department/Division	Airport/Aviation
Your Phone	(509) 575-6010	Requisition Number	
Requested Vendor	Record	Cost Estimate (Including TAX)	\$100,000.00
Vendor's Address	4324 Phil Hargett Ct Monroe, NC	Vendor e-mail	
City, State & Zip	28110	& Website	david.pickers@record-usa.com
Vendor Contact Name	David Pickers	Vendor Phone	704-315-7392

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 Purchasing Manual for form).

2. What are you purchasing? Describe product, service or system. Attach all information (Quotes, etc.).
Security Doors- Exit Lane Breach Control

*** 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 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.

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

The record-usa Flip Flow is the only product available that can provide the below features and benefits to meet the needs of Yakima Airport:
? 100% TSA Acceptance on all Installations

6. What efforts were made to assure the City is receiving the lowest or best price possible?
Describe and attach a document showing due diligence.

Pricing is in line with current market prices. Supplier pricing is consistent with other area airports cost for similar equipment and project scope.

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. 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

8-18-21

Signature of Division Manager



Date

9/8/21

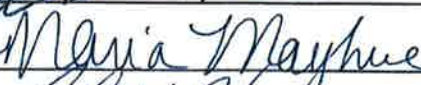
Signature of Department Head



Date

9/7/21

Signature of approval by
Purchasing Manager



Date

9/7/21

Approval by Executive



Date

9/2/2021

Please complete entire form and forward to Purchasing.