

## Sole Source Justification Fact Sheet

RsMO 50.783: The county commission may waive the requirement of competitive bids or proposals for supplies when the commission has determined in writing and entered into the commission minutes that there is only a single feasible source for the supplies. Immediately upon discovering that other feasible sources exist, the commission shall rescind the waiver and proceed to procure the supplies through the competitive processes.

Vendor Name Azteca Systems, LLC, a Trimble Company

Vendor Address 11075 South State, Suite 24, Sandy, UT 84070

Product Description Highway asset, work management and P&Z permitting software

Amount \$51,154.65 Account 100 Line Item 607-228  
and ARPA 224-503000-450

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

### 1. Please check the reason(s) for this sole request:

- Only known source – similar equipment or material not available from another vendor.
- Equipment or materials must be compatible with existing equipment.
- Immediate purchase necessary to correct situation threatening life/property.
- Lease purchase – Exercise purchase option on lease.
- Used Equipment – Within price set by one/two appraisal(s) by disinterested party(ies)
- Other – Attached additional sheets if necessary - software

### 2. Briefly describe the commodity/material you are requesting and it's function.

The Highway Department asset/work management software and P&Z permitting software.

### 3. Describe the unique features /compatibility of the commodity that precludes competitive bidding.

This is a software that the Highway Department has utilized for several years for their daily work management. Planning & Zoning is in the process of incorporating this software in their department for permits.

### 4. What research has been done to verify this vendor as the only known source?

See Cityworks Alternatives & Competitors Excel Spreadsheet attached.

### 5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?

YES (Attach a list of known sources) Cityworks notified us that SHI is their only known distributor. See attached email.

NO

6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? Yes

7. If this is an initial purchase and it is approved and processed, what upgrades/additions/supplies/etc. are anticipated over the useful life of this product? There will be anticipated software updates at any time.

8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please list previous purchase order numbers. This is existing software for the Highway Department: OA 2020-277 and OA 2019-168. This is an addition to incorporate Planning & Zonings permitting software.

9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other). Please provide document numbers.

Official Actions – OA 2020-277 & OA 2019-168. After OA 2022-277, Annual quotes were received to renew services.

10. What are the consequences of not securing this specific commodity/material?

We are currently purchasing through a 3<sup>rd</sup> Party approved vendor who is up charging us \$5048.97 annually.

11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached if necessary). N/A

12. How long is the sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?

This sole source vendor will be in place as long as Highway and Planning & Zoning plan to utilize this software.

**UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT**

Requestor:

  
Signature

  
Date

**Expenditure Authority:**

Yvonne Law

**Signature**

05/17/2023

**Date**

**Purchasing Department:**

**Signature**

**Date**

**Sole Source Number:**

28-23

(completed by purchasing)

**Resolution Number:**

(completed by purchasing)