

County of Monterey
Contracts/Purchasing Department
JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST

Purchase Requisition Number _____ Date _____

Description of Item: Yearly maintenance services and technical support of the County's phone system.

1. Please indicate the following:

Procurement: ☒ Goods
 ☒ Services

(Check One)

☐ Sole Source: Item is available from one source only. Item is a one-of-a kind and is not sold through distributors. Manufacturer is exclusive distributor.

☐ Sole Brand: Various sources can supply the specified model and brand and competitive bids will be solicited for the requested brand only. Meets form, fit and function- nothing else will do.

Note: Sole Source/Sole Brand Requests are not maintained as a standing request. Each request is for a single one-time purchase only.

2. Vendor Selection:

☒ Preferred Vendor
☐ Sole Source

Vendor Name :D & S Communications

Address: 1355 N. McLean Blvd City: Elgin State: IL.

Phone Number: 800-494-7978 Fax: () _____

Contact Person: Manuel Taveira Title: National Sales Director

Federal Employer #: 36-34897036

3. Provide a brief description of the goods/services to be purchased and why this purchase is being proposed under a sole source acquisition.

Yearly maintenance service, technical support and system upgrades of the County's Mitel phone system

a) Why were product and/or vendor chosen?

The County has an extensive, existing telephone system that provides voice communications services to many County Departments.

It is essential to utilize this vendor that assisted in the design and ongoing maintenance/support and upgrades to the phone system to ensure continuity of service to the county.

- b) What are the unique performance features of the product/brand requested that are not available in any other product/brand? For Services: what unique qualifications, rights, and licenses does the vendor possess to qualify as a sole source/brand request?

There are no unique performance features of the product other than the current system has an installed value of over 5 million dollars, changing the system would not be feasible at this time.

Considering another vendor would not be cost effective to the county and to the stability of the telecommunications network as the new vendor would need to perform a full assessment and evaluation of the system before providing the technical support/maintenance and/or warranty extension. This would not be in the best interest of the county and could pose a risk to the quality for service during the evaluation and assessment by a new vendor. The complexity of the telecommunications network spanning the county coupled with the reliable services/support provided by this vendor justifies the sole source.

- c) Why are these specific features/qualifications required?

The vendor must be a licensed Mitel distributor.

- d) What other products/services have been examined and/or rejected?

None at this time.

- e) Why are other sources providing like goods or services unacceptable (please give a full meaningful explanation)?

This vendor has a history of providing, and is currently under agreement to provide maintenance and support to all of the County Mitel telephone equipment.

- f) What are the unique performance features REQUIRED (not merely preferred), and how would your requirement be inhibited without this particular item or service?

There are no unique performance features required.

g) Estimated Costs: \$912,701.54

4. Is there an unusual or compelling urgency associated with this project?

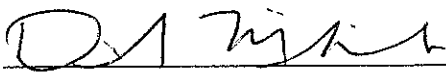
- ☐ No
☒ Yes (Please describe)

The existing agreement with D&S Communications expires on May 1, 2015. This agreement needs to be approved by the Board, and it will take approximately 2-3 weeks for the approval process.

THE FOLLOWING TO BE COMPLETED BY THE REQUESTOR

I hereby certify that:

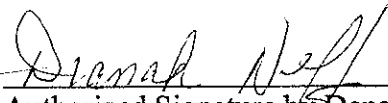
1. I am an approved department representative, and am aware of the County's requirements for competitive bidding, as well as the criteria for justification for sole source/brand purchasing.
2. I have gathered the required technical information and have made a concentrated effort to review comparable and/or equal equipment.
3. The information contained herein is complete and accurate.
4. There is justification for sole source/brand purchasing noted above as it meets the County's criteria.
5. A sole source/brand purchase in this case would withstand a possible audit or a vendor's protest.



Requestors Signature

3/31/15

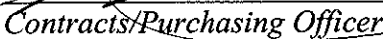
Date



Authorized Signature by Department Head

3/31/15

Date



Contracts/Purchasing Officer

4-10-15

Date