



REQUEST FOR SOLE SOURCE

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Agent or, for Professional Services Agreements, the Finance Director. The foregoing requirement is regardless of whether the **sole source request for determination** has been signed by the Department Head.

To: Purchasing Office

From: Mike Heal /Aztec Police Department
Name of Department Head Dept./Division

Subject: Sole Source Request for the Purchase of: Watch Guard In-Car Video Camera
Warranty, Software Protection for our system.

Requested Vendor: Watch Guard Video – Vendor # 2678

Requested Number: 15-0423 Cost Estimate: \$2910.00

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.
**Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

STATEMENT OF NEED:

My department’s recommendation for sole source is based upon an objective review of the product/service 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, favors 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.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to my completed Purchase Requisition.

15-0423 Watch Guard Incar Video

Requestor Sherri Gurule 7/2/2014	Department Head
_____/_____ Signature of Requestor Date	Mike Heal <input type="checkbox"/> Approved Rejected _____/_____ Signature of Dept. Head Date

Requisition Items or Service:
Software Protection & Warranty on our Watch Guard Video In- Car Camera System

Prior Procurement (RFP/BID #/PO #):
Req # 2014243. PD000663

1. Please describe the item and its function:
Warranty & Software Protection for our Watch Guard in-Car Cameras System

2. This is a sole source* because:
- X- sole provide of a licensed or patented good or service
 - X- sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
 - sole provider of goods and services for which the City has established a standard**
 - X- sole provider of factory-authorized warranty service
 - sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
 - the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.
Their Proprietary information on the camera system

4. What steps were taken to verify that these features are not available elsewhere?

Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

We know of no other company that would be able to provide Warranty & Software Protection on another Company's Proprietary pieces of equipment & software.

Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

<p>Purchasing Agent <input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>_____/_____ Signature of Purchasing Agent Date</p>	<p>Finance Director <input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>_____/_____ Signature of Finance Director Date</p>
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If this sole source relates to a procurement of general services or tangible property:

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the City Purchasing Agent;
- 3) the signature of the City Finance Director on this form is the final signature required for this sole source procurement, unless procurement exceeds \$15,000; and
- 4) the signature of the City Manager (below) is required; and
- 5) this sole source is granted as of the date of signature by the City Manager.

If this sole source relates to a procurement of professional services:

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the City Manager (below) is required; and
- 3) this sole source is granted as of the date of signature by the City Manager.

APPROVED:

Date: _____

City of Aztec City Manager



1st of September, 2010

Prospective WatchGuard Video Customer

Reference: WatchGuard Video Sole Source Letter

To whom it may concern:

WatchGuard Video is the exclusive and sole manufacturer of the DV-1 Digital In-Car Video System, the 4RE Digital In-Car Video System, and the CopVu wearable camera system. These products are represented and sold only by our Factory Authorized Representatives in protected territories. We do not sell through distributors.

DV-1 and 4RE Unique Features

- PRE and POST event recording can be set for different time periods up to 10 minutes each to maximize the department requirements.
- Menu and user settings are accessed through a graphical user interface (not mere text menus).
- Hard Drive Playback can be done from the Unit, allowing the officer to review the evidence in the vehicle and have simultaneous recording (of all cameras and microphones) and playback features.
- Record-After-The-Fact provides the ability to retrieve video not previously recorded as an event for up to 60 hours of ignition time for retrieval and downloading.
- Never run out of media or loose video during an event. Through the automatic media overflow function, a DVD (DV-1) or Removable USB Drive (4RE) can be full and the hard drive buffer stores all video until a new DVD or USB Drive is placed in the system. At that time all of the recorded events are captured without 1 second of loss.

DV-1

- The system records digital video onto rewritable DVD-Video discs that play in consumer DVD players, allowing for the actual evidence recorded in the car to be the exact evidence



presented in court. The system records pre and post event as part of the same Title and not separated. The DVD burning process happens in real-time, and while in motion.

- Supervisors can recover up to 6 of the previous DVDs recorded in the event a DVD is damaged. The system creates a mirror image of the original.
- The DVD recorder is isolated from shock and vibration using a silicone-oil dampened suspension system.
- The complete system is offered in a 1-Piece overhead mounted version that mounts conveniently using an overhead mounting bracket.

4RE

- 4RE is the only high-definition digital in-car video system available today, in addition to the following unique features:
- Multiple resolution encoding allows the front camera to record in two different IACP compliant resolutions simultaneously, allowing the most critical events to be saved in 720P high-definition and the routine events to be saved in D1 (720x480) resolution.

CopVu

- The only wearable camera system that utilizes the secure file transfer and storage software, CommandVu, ensuring file integrity, centralized and secure access to video files, and the ability for Administrators to carefully assign, protect, and manage all CopVu video evidence.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Stuczynski".

Jason Stuczynski
Sales Director
WatchGuard Video