

CITY OF FLAGSTAFF
Purchasing Section

Special Procurement Justification (check applicable box below)

Divisions/Sections Requesting Sole Source, Proprietary or Emergency Procurement Must Complete This Form

- Sole Source Procurement Justification**
 Proprietary Procurement Justification
 Emergency Procurement Justification

TO: Purchasing Section Buyer

PREPARER: Scott Overton

DIVISION/SECTION: Streets

DATE SUBMITTED: 4/28/2020

***Is this a sole source procurement?** "Sole Source" is defined as a product or service available from only one known source. Please answer the 4 questions below and attach all documentation and sign.*

***Is this a proprietary procurement?** A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not necessarily sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might assist in expediting this procurement. Please answer the 4 questions below and attach all documentation and sign.*

***Is this an emergency procurement?** "Emergency" is a threat to public health, welfare, or safety. Emergency procurements shall be made with such competition as is practicable under the circumstances. Please answer the 3 questions below and attach all documentation and sign.*

City Policy is to maximize competition in the procurement process. Exceptions to competition (sole source/propriety procurement/emergency) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source, Proprietary or Emergency Procurement. It will help expedite processing if you provide thorough and sufficient detail when answering each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

Sole Source/Proprietary Justification

1. Briefly, what is the scope of the project in which this product or service will be used.

The City of Flagstaff Street Section seeks to continue use of the Cartegraph system for the department, as the department has been pleased with its diverse capabilities thus-far. The City of Flagstaff Public Works Street Section has been operating the Cartegraph software to assist with asset and work management, largely through use of the system's work order, request, and task tracking features for personnel. The Cartegraph software has allowed the Street Section to compile a comprehensive list of assets, asset condition, asset cost, and needed maintenance items. The software has also allowed the department to use this information to track diverse areas of work completed by staff and the associated costs of said work. Renewal

of the Cartegraph contract will allow the Street Section uninterrupted use of the software and further opportunity to continue to expand upon its current uses.

2. Who is the identified vendor and why is this the only product or service that can meet the City's requirements? Uniqueness? Compatibility? Integral component? Availability? Delivery Date? If purchase qualifies as proprietary and there are multiple Distributors, why is this the only Distributor who can satisfy the City's purchasing request?

Cartegraph Systems, Inc. will be the Vendor fully providing the services needed. The Street Section has been successfully using the Cartegraph software to track pavement Overall Condition Index (OCI) for the last 23 years. The Street Section plans to utilize Cartegraph Systems robust capabilities to continue to efficiently track assets and manage work for the aforementioned and additional work items related to culverts, drainage issues, erosion, pavement marking/stripping, potholes, rideability, sidewalks, sign repairs/replacements, streetlight outages, storm drains, traffic signals, utility work, vegetation issues, and more.

Because the City has used Cartegraph for the last 23 years for OCIs, degradation curves have been created to help in the initiative to make improvements to all City roads. It was with this program and history that Proposition 406 for Road Repair and Street Safety Initiative was passed. Starting over with a new program would mean starting over from Ground Zero. The contract renewal will allow the City to keep the current information while continuing to expand capabilities, especially in terms of tracking items related to the improved Sidewalk Repair Program efforts in association with Ordinance No. 2020-02. As part of the Sidewalk Repair Program workflow, the Street Section plans to further update Cartegraph asset inventories with GIS and develop a plan to phase GIS layers into Cartegraph.

Cartegraph continues to offer the most comprehensive services as needed by the Street Section. Programs previously explored for tracking assets and work items included City Works, PubWorks, Lucity, and Enterprise Asset Management. Cartegraph is the only software which provided all assets (72 total assets and custom entry capabilities) that staff have been successfully utilizing after full implementation of the software. Many of the other programs previously explored concentrated on only one (1) area (City Works – Utilities, PubWorks – Transportation, etc.). Cartegraph offers a combination of areas with assets in stormwater, transportation, facilities, fleet, walkability, parks and recreation, sewer, signals, and flood protection. The possibilities for this program extend beyond that of just the Street Section.

3. Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.

It is clear to the Street Section that continued use of a program is needed to track all assets and manage all work completed by the department. As mentioned above, Cartegraph is the clear choice for the City of Flagstaff Street Section. 1. Cartegraph is not the purchase of a new software. It is a continuation of the current software the City has been using for 23 years (Cartegraph Navigator). This allows staff to continue expanding upon its robust capabilities and compiling OCIs using the system that brought Proposition 406. 2. The number and nature of the assets included in Cartegraph best fit the Street Section's needs (Pavement, Signals, Signs and Markings, Storm Water, Walkability, etc.). The system also has a broader Public Works appeal as it contains many assets that will increase efficiency throughout all of Public Works (Facilities, Fleet, Parks and Recreation, and more). For example, Parks and Recreation has expressed interest in utilizing the Cartegraph system to catalog and track damage to trees, replacements of trees, and specifies types in order to lead to further diversification in the town.

4. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?

Several conversations have occurred between Cartegraph Account Executives and Street Section Staff. The price for the current software remains fair for several reasons. 1) The price includes continued, unlimited, immediate, toll-free support from experts of the software, the Cartegraph Support Group. The offered support includes access to additional features – Cartegraph Campus (tips, step-by-step instructions, videos, and more), support via Case Submittal, Email, or Live Chat. 2) The price includes several training days where experts can be present on-site to further teach City Staff the ins and outs of the current version of the Software. Additionally, the price includes access to convenient online training opportunities, tutorial videos, and upcoming event information, as well as customer led user groups allowing the Street Section to learn from other users in the region. 3) The price allows for access to ALL assets the program offers and allows for up to 50 named users, meaning the entire Street Section Staff can access the program. Additionally, as a customer with an active subscription, the Street Section will receive new releases of the software and support for low-severity bug fixes as well as more in-depth resolutions.

Emergency Justification

1. Briefly, what is the scope of the project or emergency related issue in which this product or service will be used.
2. What is the threat to the health, safety or welfare of the public and/or staff? Clearly describe the potential danger from a health, safety or welfare perspective if not corrected.
3. Who is the identified vendor and why were they chosen? Example: Only vendor available or most available? Already onsite and mobilized? Have provided same work on this site in past?

This justification is valid through _____ (3) three years _____ (TO BE DETERMINED BY BUYER).
(Maximum 3 years)



Authorized Signature

4/29/20

Date

SCOTT OVERTON STREETS DIRECTOR

Printed Name

Title



Purchasing Section Buyer's Signature

Emily Markel Procurement Specialist

Printed Name

4.48.2020

Title