

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: Paul Santana **DIVISION/SECTION:** Information
Technology Div.

DATE SUBMITTED: 02/04/21

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.

Sole Source/Proprietary Justification

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

Contract CTS (Corporate Technology Solutions) to provide equipment, proprietary programming, and installation of new Audio & Video conferencing equipment in City Hall Council CR, Chambers, and upgrades to existing equipment in CR-Staff.

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?

The vendor is CTS, Vice President Kevin Livingston, 480-377-0225 ext. 237, cell# 602-397-0505, email klivingston@ctscabbling.com, Website is ctscabbling.com

CTS is a certified Crestron programmer, dealer, installer, and has performed the original design, procurement, installation, custom programming, and training of all equipment in the following City locations: CR-Staff, Public Works Building, COF Training Lab, WSABI conference room, Rio Atrium, with more on the books for additional Water Services locations. **CTS is the only company familiar with our custom Crestron programming and A/V setup in CR-Staff.** There exists a specific desire from IT and City Manager Greg Clifton to keep our A/V controls in various conference rooms across the City consistent. This assurance of continuity enables ease of use and simplifies training for all employees using the equipment. Having the same system and programmed controls in place at multiple locations is crucial for consistency in user interface and functionality.

