



Procurement Sole Source and Special Procurement Request

(ONCE FORM IS COMPLETED AND SIGNED BY DIRECTOR, PLEASE SEND TO YOUR PROCUREMENT LIASON)

REQUESTOR INFORMATION:

Requestor: Eric Keppler	Date: 2/11/2026	Department: Fire Services
Phone Number: 623-930-4411	Email Address: ekeppler@glendaleaz.com	
Return To: meisman@glendaleaz.com		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Station Automation, Inc. dba PSTrax	Proposed Vendor Contact: Melissa Johnson
Proposed Vendor Address: 5837 S. Gallup St., Suite 140	
City, State and Zip Code: Littleton CO 80120	
Vendor Phone: 303-546-1103	Vendor Fax:

Procurement method requested: Sole Source Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: 185,000.00	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Org #: 10002013 / Object #: 524120	If yes, explain funding source: / CIP Project Code:
Description of the product or service requested: Software and support for asset inventory and tracking of fire department equipment and supplies. The Fire Department purchased seven modules (Vehicles, Stations, SOPA, P.E., Critical Assets, Supplies, and Controlled Substance). This will cover the	

In accordance with [Finance Administrative Policy No. 1](#), I have conducted a good faith review of available sources and determine that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

REQUESTOR CERTIFICATION:

Requestor Eric Keppler	Division Fire Resource	Date 2/11/2026	Signed by: <i>Eric Keppler</i> 08368E11F50045B...
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DEPARTMENT DIRECTOR APPROVAL:

Director Ryan Freeburg	Division Fire Resource	Date 2/25/2026	Signed by: <i>Ryan Freeburg</i> 10BF42027E8407...
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FINANCE DIRECTOR APPROVAL:

In accordance with [Finance Administrative Policy No. 1](#), I have conducted a good faith review of this request and agree that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

Levi D. Gibson, CPA, M.Acc. Finance Director	Signed by: <i>Levi D. Gibson</i> E1B5496B2C22493...	Date 2/26/2026
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Procurement will require a reevaluation and resubmission of a Sole Source / Special Procurement after:

Single Use Only: Annually: End of Contract, including any extensions:



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Check the reason(s) below to identify why you have determined the purchase is a **Sole Source or Special Procurement** and attach supporting documentation. Use only column. A purchase cannot be BOTH a sole source and a special procurement

SOLE SOURCE	SPECIAL PROCURMENT
<input type="checkbox"/> Compatibility. Indicate system, make, model and function Unique repair/replacement item. Identify item to be used with previous PO number item purchased, and warranty period <input type="checkbox"/> Supplementary or necessary part required from same manufacturer. Identify in-house equipment and use with existing system <input checked="" type="checkbox"/> Unique Item or Services <input checked="" type="checkbox"/> Proprietary Specifications (Copyright, patented, etc.) <input checked="" type="checkbox"/> Other reasons, if not above. Explain in justification	<input type="checkbox"/> Presents such limited competition that a competitive bid or proposal process cannot reasonably be used <input type="checkbox"/> Discourages the use of a competitive bid or proposal as it will result in a substantially higher cost to the city, or will otherwise impair the city's financial interests <input type="checkbox"/> Substantially impede the city's administrative functions or the delivery of services to the public <input type="checkbox"/> Does not qualify as a sole source or emergency <input type="checkbox"/> Has only one provider with the experience and capability to successfully perform the contract <input type="checkbox"/> Presents a significant time constraint as the need was not known in sufficient time to allow for competitive procurement and time is of the essence

JUSTIFICATION:

Use the Guidelines for Justification of the selected reason(s) above, and provide a full explanation of your reason that the product/service is a sole source or special procurement. Attach all supporting documentation. For a special procurement, attach selected vendor quote and supporting documentation. For a sole source request, you must attach vendor sole source letter, quote, and supporting documentation:

In 2021, Fire Resource Management Division did a search for an asset inventory and tracking system for personal protective equipment for over a year. Standard Automation dba PS Trax were the only vendor to offer a uniquely tailored product for Glendale Fire and at the lowest quote. GFD has utilized all 7 modules: Vehicles, Fire Stations, SCBA (self-contained breathing apparatus), PPE (personal protective equipment), Critical Assets, Supplies and Controlled Substance. The Fire Department has utilized the PStrax solution since 2021 and expanded from 5 modules to 7 modules in 2025, adding the Supplies Module for EMS supplies and Controlled Substance Module. PS Trax's software and associated modules are proprietary. The initial launch of this system took several months to implement and is now considered the industry standard. It is working very well for us and we would like to continue with this software system. Sole source letter from vendor attached in proposal.



MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:

Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors:

The Glendale Fire Department performed the initial RFQ process when it was determined that we needed a program to track assets and equipment. The Fire Department added the Supplies Module and Controlled Substances module to support the Emergency Medical Services (EMS) Division in 2025. The EMS Division explored other solutions to address managing supplies and controlled substances, and determined that PS Trax was a good solution. At this point, we are embedded in this program and switching would take time and money that is unnecessary as PS Trax meets the Fire Department's needs. PS Trax's software and associated modules are proprietary.



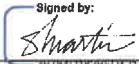
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PREPARER NOTE: If this is a vehicle or technology purchase, concurrence of the Fleet Director or the IT Director will be required.

Technology

ADDITIONAL APPROVAL:

IT Director	<small>Signed by:</small>  <small>3E79AD1E2BFD421...</small>	Fleet Director	2/26/2026
			Date

Approval of a vendor as a sole source or a special procurement only determines the procurement method. Council approval and a signed contract may also be required.