



REQUEST FOR SOLE/SINGLE SOURCE

Date: October 4, 2022

To: Procurement Division or for use at the Board of Supervisors

*to include in AgendaQuick

From: Innovation & Technology Services

Estimated Annual Expenditure: \$31,000

Since sole/single source purchasing is an exception to the normal procurement function, it must be objectively justified. Completion of this form should facilitate that process and provide a written record of the basis used in sole procurement decisions. **Completion of this request does not constitute approval.**

Supplier Name:	Astound Business Solutions
Street Address:	13483 Seabeck Hwy NW
City/State/Zip:	Seabeck, WA 98380
Phone:	(360) 550-4496
General Description of Commodity or Service requested to be Purchased and its function:	
Relocation of Yolo County communications infrastructure (shared with Astound by previous agreements) due to the Sacramento Weir widening project being performed by the Sacramento Area Flood Control Agency (SAFCA).	

Note: Please use as much space needed to completely answer each question, or attach additional pages.

1) Explain why this is the only product or service that can meet the needs of the Department. Astound is a business partner with Yolo County and has a vested interest in this project as it will affect services provided to their customers. Further, Astound has infrastructure already constructed which is currently shared with the County for several other projects. Astound has proven to be a valued partner of Yolo County. It is essential that the communication infrastructure be relocated in collaboration with Astound. Per County Policy on Procurement, Section J12, "When the Purchasing Agent or his/her designee determines that making a specific purchase without competitive bidding is reasonably necessary for the conduct of County business or is needed to avoid impairment of County functions or services." To bid for these services would cause an unacceptable delay in the relocation of the communication infrastructure which could cause a significant negative impact on the County.

2) What necessary features does this vendor provide which are not available from other Vendors? Astound is the only vendor that shares communications infrastructure at this location with Yolo County. Astound has also been partnering with the County for several years on several critical

projects and has proven to be a valued and knowledgeable business partner providing quality services at a fair price.

3) Why are these specific features/qualifications required?

Astound has working knowledge of this infrastructure going back decades. As such, they are more qualified than any other vendor for this work. To hire a new vendor for the services currently needed, would cause delays and be more costly, simply due to a learning curve.

4) Why are other sources providing like goods or services unacceptable?

No other vendor has the working knowledge of this infrastructure, or the long-term partnership with Yolo County as Astound has.

5) What other products/services have been examined and rejected?

As Astound is Yolo County's only infrastructure partner in this area, no other services were examined.

6) Will this purchase obligate us to a particular vendor for future purchases?

(Either in terms of maintenance or more "like" items in the future)

No.

7) Explain why the price for this commodity/service is considered to be fair, reasonable, and the best possible price, and explain the negotiation efforts that were taken to obtain this price.

Based on past similar projects, this is a fair and reasonable price. Also, SAFCA will be submitting an advanced payment of 100% of the estimated relocation cost to Yolo County. There will be no direct costs to Yolo County.

8) Explain the impact to the County if the Sole/Single Source justification were not approved.

The delay in getting additional proposals would cause a delay in the construction contracts for the SAFCA project, as the agreement associated with this sole source needs to be completed before the SAFCA construction agreements can move forward.

I have made a diligent effort to review comparable products or services. I feel confident that the sole/single source purchase is justified and feel confident in explaining the justification to the general public. I hereby certify as to the validity of the information and feel confident this justification for sole/single source would withstand audit or vendor protest.

REQUESTERS NAME	SIGNATURE	DATE
Tom Bates	<i>Tom Bates</i>	10/4/2022
DEPARTMENT HEAD NAME	SIGNATURE	DATE
Lee Gerney	<i>Lee Gerney</i>	10/5/2022

Based on the above statements and justification, I hereby agree with the purchase of this product or service on a sole/single source basis.

PURCHASING AGENT SIGNATURE REQUIRED * (NO SIGNATURE REQUIRED FOR BOS CONTRACT APPROVALS)	DATE
<i>Dianne E. Luna C.P.M.</i>	10/5/2022

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