



WASHOE COUNTY

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CM/ACM	<u>JS</u>
Finance	<u>CH/DN</u>
DA	<u>DWV</u>
Risk Mgt	<u>n/a</u>
HR	<u>n/a</u>
Other	<u>n/a</u>

STAFF REPORT

BOARD MEETING DATE: 9/13/2016

DATE: Wednesday, August 31, 2016

TO: Board of County Commissioners

FROM: Quinn Korbolic, IT Manager, Regional Services
Washoe County Technology Services Department
775-328-2348, qkorbolic@washoecounty.us

THROUGH: Craig Betts, Chief Information Officer,
Washoe County Technology Services Department
775-328-2355, cbetts@washoecounty.us

SUBJECT: Approve sole source purchase from Nor Cal Battery Company of DC power systems and batteries for power upgrades at the Water tank and Snowflake Washoe County Regional Communication System (WCRCS) radio sites. Expenditures will aggregate to exceed [\$100,000] but not exceed [\$200,000] and will remain within the available adopted budget during Fiscal Year 2016-2017 for the WCRCS. (All Commission Districts).

SUMMARY

This request is for approval of a sole source purchase from Nor Cal Battery Company of DC power systems and batteries for power upgrades at the Water tank and Snowflake WCRCS radio sites.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

May 13, 2015 Approved sole source purchases of DC power equipment through Enersys Power/Full Solutions; and approve expenditures that will aggregate to exceed [\$100,000] but will remain within available adopted budget funding during Fiscal Year 2015-2016 for Washoe County Regional Communication system, not to exceed [\$200,000] all expenditures will require Joint Operating Committee approval.

BACKGROUND

The Washoe County Commission and other government agencies entered into an agreement to establish the Washoe County Regional Communication System (WCRCS).

AGENDA ITEM # 6.C

The agreement establishes a Joint Operating Committee and a User's Committee to provide a structure that enables administrative and fiscal review of the operating and maintenance of the WCRCS by the participating agencies

The Washoe County Regional Communication system team is continually performing maintenance and repairs to the current radio and microwave communication system. In Fiscal Year 2016-2017 the team plans to:

- Install new DC power conversion systems and batteries. Two sites remain to be upgraded.
- Updating and altering our existing DC systems.

In an effort to improve and standardize the regional communication system, multiple purchases of Nor Cal Battery Company, formerly Enersys Power/Full Solutions, brand equipment are purchased separately throughout the year. The DC power equipment purchased are specifically configured to fully support the functions and needs of the regional communication system.

FISCAL IMPACT

Fiscal Year 2016-2017 budget authority exists within the Regional Communications System Infrastructure Fund C210300 for expenditures targeted for Nor Cal Battery Company that will aggregate to exceed [\$100,000], but not exceed [\$200,000].

RECOMMENDATION

It is recommended that the Board approve the sole source purchase from Nor Cal Battery Company of DC power systems and batteries for power upgrades at the Water tank and Snowflake Washoe County Regional Communication System radio sites at a cost not to exceed [\$200,000].

POSSIBLE MOTION

Should the Board agree with Staff's recommendation, a possible motion would be:

“Move to approve sole source purchase from Nor Cal Battery Company of DC power systems and batteries for power upgrades at the Water tank and Snowflake Washoe County Regional Communication System radio sites at a cost not to exceed [\$200,000].”

**WASHOE COUNTY
SOLE SOURCE PURCHASE REQUEST FORM**

This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$100,000.

DEPARTMENT Technology Services LOCATION 230 Edison Way

REQUESTOR'S NAME Quinn Korbulic TELEPHONE # (775) 328-2348

REQUISITION NUMBER _____ DATE 08/24/2016

RECOMMENDED SOLE SOURCE SUPPLIER Nor Cal Battery Company

DESCRIPTION OF GOOD OR SERVICE REQUESTED: Purchase specifically designed DC Power systems for the Washoe County Regional Communication System through a sole source vendor up to an amount of \$200,000 during FY 16/17

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

This equipment maintains full system compatibility with our existing communications infrastructure to leverage and support further enhancement in the future, The Vendor has made custom changes to the product to support our specialized circumstances.

2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

The Equipment must be able to fully integrate and inter-operate with the existing Washoe County Regional Communications System 800 MHz Infrastructure.

3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

Nor Cal Battery Company
Helen Woosley
3432 Cherokee Rd. Suite D
Stockton, CA 95205
(209) 948-1411

5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

A selection process was utilized to select the most qualified person.

The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

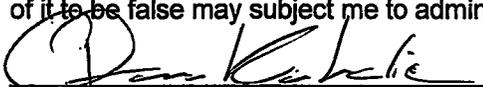
(X) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

The systems and components provided are specially configured to fully support the functions and needs of the Regional Communications System and its environs.

(X) 7. The following provides justification as to reasonableness of price:

This Vendor utilizes components from many different manufactures and creates customized solutions to meet customer requirements. Lowest possible price is always a factor in this process.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.


Signature of Requestor


Department Head Approval

Craig Betts
Print Name

I, _____, authorized Buyer, recommend the following:

- Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115. 1. (g)
- Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.____.
- Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

Buyer


Purchasing & Contracts
Administrator

Date

0/24/2016
Date