

ATTACHMENT # 3
Sole Source Purchases Determination
Flock Safety \$68,350 (2 year) March 29, 2024

BACKGROUND: The City of Capitola Purchasing and Procurement policy (Administrative Policy III-4) requires three telephone quotes, whenever feasible for purchases between \$5,000 - \$25,000. The Policy also requires a formal RFP bid procedure for purchases over \$25,000. The policy provides conditions for Sole Source (Section II) purchases that are exempt from the competitive process.

DISCUSSION: The contract with [enter Contract Name], in the amount of [enter Contract Amount], dated [enter Contract Date] is a qualified sole source purchase within the City Administrative Policy III-4 Section II (**check one of the following**)

Materials, Supplies & Equipment:

 X (a) Definition. Sole source purchases are used where no secondary source is reasonably available, precluding the use of a competitive process.

 (b) Cooperative purchase agreement using....

Consultant or General Services:

 (a.) In the case where a consulting firm has satisfactorily performed the previous stage of a project (e.g. a pre-design), or has acquired extensive background and working knowledge, the firm may be selected for follow- up work without solicitations from other firm upon written justification and recommendation of the department head and approval by the City Manager or designee.

 (b.) If a firm is a highly recognized authority in a field or specialty, or has unique specific knowledge regarding the project, then the firm may be selected without other solicitations for contracts and upon written justification and recommendation of the department head and approval by the City Manager or designee.

 (c.) Upon those infrequent occasions when confidence in the consultant and quality of service are important.

Flock Safety is the only company that offers a lease program for this level of technology and is further integrated with our Axon Fleet cameras who use the Flock Safety Technology for ALPR.

Dept Head

Date

City Manager

Date