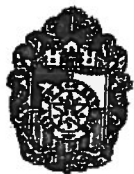


Tracking Number: FY160243
(For Finance Use Only)



City of San Antonio

Justification for Sole Source Purchase

Purchasing and
General Services

This questionnaire is designed to assist staff in relating information necessary for the Purchasing & General Services Department to process sole source requisitions.
(Sole Source purchases are permissible only when goods or services are available from only ONE source. Please refer to Procurement Policy & Procedures Manual on COSAweb for complete requirements.)

Source Details

*Name of Item: Radio Frequency Identification Equipment

*Manufacturer: 3M/Bibliotheca

*Model Number: _____

☒ Available from only one source

☐ Available from more than one source

*Name of Source: Amigos Library Services

*Brief description of where or how the item(s) will be used:

The RFID equipment will be used by staff and the public in the circulation of library materials. Various pieces of equipment will be used to maintain security of the material collection.

*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

The RFID equipment is solely designed and manufactured by the 3M Corporation. Amigos Library Services is an authorized exclusive seller of the proprietary equipment in the state of Texas.

*Will the item be used in conjunction with existing equipment?

☒ Yes

☐ No

*Will it be used as a component to be interfaced with existing equipment?

☒ Yes

☐ No

*What is the brand and model number of existing equipment?

Staff and public computers

*Will this be used as an accessory or option?

☒ Yes

☐ No

*Will training be required?

☒ Yes

☐ No

*Describe the training and the amount of training (in hours, days, or months) that will be provided.

*Name other sources whose products have been evaluated and why they do not meet requirements:

There are no other sources that can provide the RFID equipment.

Signatures



City of San Antonio
Justification for Sole Source Purchase

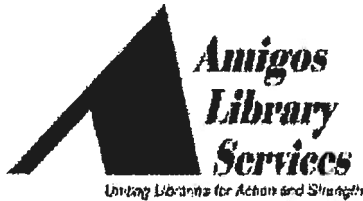
**Purchasing and
General Services**

Originator's Name: Michael D. Hardyshell
Division's Approval: [Signature]
Purchasing Approval: [Signature]

Date: 2/9/16

Date: 2/9/16

Date: 6/3/16



June 1, 2016

Michael D. Howdyshell
Contract Coordinator
San Antonio Public Library
Michael.howdyshell@sanantonio.gov
210-207-2680 Phone

Dear Mr. Howdyshell,

Amigos Library Services is the sole source distributor of 3M/Bibliotheca RFID Detection Systems and accessories in the State of Texas. 3M/Bibliotheca is the sole source manufacturer of the RFID equipment.

The sales representatives that will aid you in the purchasing process will be Liz Stringer and Gerrye McEntire, who can be reached at stringer@amigos.org and mcentire@amigos.org or 800-843-8482.

Let us know if you have any questions regarding the purchasing and payment process. Thank you for your business.

Best Regards,

A handwritten signature in black ink, appearing to read "Charles Cason III", is written over a horizontal line.

Charles Cason III
CFO

Quotations are good for 90 days. All dates are based on ship dates. Order must ship within the 90 day window. After 90 days, quotation expires. Contact Amigos Library Services for a New Quotation.

[illegible]

**FINANCE DEPARTMENT
Certificate of Exemption Form**

Date: 02/15/2016

Originating Department: Library

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Please select one exemption.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="radio"/> a procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property <input type="radio"/> a procurement to preserve or protect the public health or safety of the city's residents <input type="radio"/> a procurement necessary because of unforeseen damage to machinery, equipment or other property <input type="radio"/> a procurement for personal, professional or planning services <input type="radio"/> a procurement for work that is performed and paid for by the day as the work progresses <input type="radio"/> a purchase of land or right-of-way <input checked="" type="radio"/> a procurement of items available from only one source <input type="radio"/> a purchase of rare books, papers and other materials for a public library | <ul style="list-style-type: none"> <input type="radio"/> paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments <input type="radio"/> a public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized <input type="radio"/> a payment under a contract by which a developer participates in the construction of a public improvement as provided by subchap. c, ch 212. <input type="radio"/> personal property sold <input type="radio"/> services performed by blind or severely disabled persons <input type="radio"/> goods purchased by a municipality for subsequent retail sale by the municipality <input type="radio"/> electricity <input type="radio"/> advertising, other than legal notices |
|---|--|

This Certificate of Exemption is executed and filed with the Finance Department as follows:

1. The undersigned is authorized to approve an exemption.
2. An exemption according to Section 252.022 of the Local Government Code exists. More specifically, the following event has occurred:

The San Antonio Public Library is requesting a purchase of RFID equipment in support of the openings of the Potranco Branch Library. The equipment is proprietary to the 3M Corporation/Bibliotheca and Amigos Library Services is an authorized reseller of the equipment in the state of Texas.

3. Because the exemption stated above exists, the City of San Antonio intends to contract with Amigos Library Services which will cost approximately \$ 46,903.00.

Michael D. Hardy
Originator

[Signature]
Department Director Approval

2-16-16

[Signature]
Procurement Administrator Approval

[Signature]
City Manager
(approval required only for ratification by City Council)



City of San Antonio Justification for Sole Source Purchase

**Purchasing and
General Services**

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☒ Yes

☐ No

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(in hours, days, or months) that will be provided. _____

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Signatures



City of San Antonio
Justification for Sole Source Purchase

**Purchasing and
General Services**

Originator's Name: Michael D. Hardyshell
Division's Approval: [Signature]
Purchasing Approval: [Signature]

Date: 2/9/16

Date: 2/9/16

Date: 6/3/16



June 1, 2016

Michael D. Howdysell
Contract Coordinator
San Antonio Public Library
Michael.howdysell@sanantonio.gov
210-207-2680 Phone

Dear Mr. Howdysell,

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[illegible]