



Finance Department

David P. Schmiedicke, Finance Director

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www.cityofmadison.com/finance/purchasing

Purchasing Services

SOLE SOURCE / SOLE BRAND JUSTIFICATION FORM

REQUISITION NO.:	DATE: April 10, 2018
REQUESTOR NAME: David Eveland	TEL. & FAX #: (608) 267-8757
REQUESTOR SIGNATURE: <i>David Eveland</i>	REQUEST AMOUNT:

Supply sufficient detail to justify the use of a waiver instead of competitive bidding. Purchasing Services will determine the appropriateness of waiving the bid process on a case by case basis.

This is a request for:
(Check one)

☒ SOLE SOURCE
☐ SOLE BRAND

Vendor Name: Trapeze Software Group, Inc.
Product Mfg/Model: _____

REASON FOR REQUEST

Check all applicable items and **provide detailed explanation** below. Attach additional information as needed.

- ☒ **SOLE SOURCE - UNAVAILABLE FROM ANY OTHER SOURCE.** For one-of-a-kind items not sold through distributors, explain the unique performance features of the product or brand requested that are not available in any other product or brand. For services, detail the unique qualifications this vendor possesses. Identify specific, measurable factors and qualifications.

Metro Transit is purchasing, and installing, new (P25) voice and data radios during 2018. This project is important to accomplish during 2018 in order to insure continuity of operations. The analog infrastructure that Metro Transit currently utilizes for voice radio communications is scheduled to be decommissioned early in 2019. In order for those radios to function, they need be connected to Trapeze TransitMaster equipment that is already installed on Metro vehicles. A connection cable set as well as technical assistance are needed in order to complete this project. The only company that is able to provide this cable and the services is Trapeze Software.

Metro Transit originally purchased TransitMaster (computer aided dispatch software and equipment) from the Siemens Corp. in 2003. Subsequently TransitMaster was purchased by Continental and then by Trapeze Software- who now is the sole owner and developer of the software package and related equipment.

- ☐ **SOLE BRAND.** Various vendors can supply the specified model and brand and competitive bids will be solicited for the requested brand only. Other manufacturers of this type of product do not meet our minimum requirements. **List other brands that were evaluated, rejected and the reason why?** A minimum of three products must be surveyed and noted below.

Manuf/Model: _____

Reason: _____

Manuf/Model: _____

Reason: _____

Manuf/Model: _____

Reason: _____

☐ **ITEM MUST MATCH EXISTING EQUIPMENT because:**

☐ **OTHER REASONS:**

☐ **If procurement is being paid with Federal Grant Funds, the vendor was specifically named in the Grant Application.**



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PURCHASING SERVICES RECOMMENDATION

A copy of this form, signed by Purchasing Services, will be returned to Requestor.

APPROVED:

- ☐ Sole source justification is adequate and purchase to be authorized without competitive bidding.
- ☐ Sole brand justification is adequate and competitive bids will be solicited for the requested brand only.

DISAPPROVED:

- ☐ Justification is inadequate and requisition is returned to requestor.

REASON: ☐ Information provided does not meet State criteria and may not withstand an audit or vendor protest

☐ Insufficient documentation to support review of comparable / equal equipment

☐ Other:

- ☐ Justification is inadequate and additional quotations will be solicited or RFP/ITB will be issued.

**Sole Source Term not applicable for this purchase
Mary Richard 5/4/18*

PURCHASING SUPERVISOR:

Signature: _____

Date: _____

