



Project title: Adopt the Resolution Waiving Public Bidding Requirements and Approving A Sole Source for Replacing and Upgrading Integrated Technology Systems (ITS) to Everett Transit's Fixed-Route Fleet

City Council Agenda Item Cover Sheet

Council Bill # *interoffice use*

Agenda dates requested:
November 16, 2022

Briefing
Proposed action
Consent
Action
Ordinance
Public hearing
Yes No

Budget amendment:
Yes No

PowerPoint presentation:
Yes No

Attachments:
Resolution
Sole Source Document

Department(s) involved:
Procurement, Transit & Information Technology

Contact person:
Theresa Bauccio-Teschlog

Phone number:
425-257-8901

Email:
tbauccio@everettwa.gov

Initialed by:

sh
Department head

Administration

Council President

Project: Resolution to waive public bidding requirements

Partner/Supplier: Strategic Mapping, Inc.

Location: N/A

Preceding action: N/A

Fund: 425

Fiscal summary statement:

The anticipated spend is \$475,000, including Washington state sales tax. The funding source is Transit Fund 425.

Project summary statement:

Everett Transit has 42 buses that are due for ITS equipment replacements and upgrades. The current ITS equipment is at the end of its life. ITS systems include on-board units (OBU), automatic vehicle location (AVL), automatic passenger counters (APC), automatic announcement system (AAS), driver display unit (DDU), audio kits, and additional components associated with installation and functionality.

The current fleet must be compatible or upgraded to the new technology installed on the new incoming buses. This will prevent fixed-route service reporting disruption by ensuring all fixed-route bus technology hardware has a useful life of five (5) to ten (10) years.

The City went through a Request for Proposal process in 2009 to choose an Integrated Technology System for the buses, and Strategic Mapping was awarded the contract to provide the entire program. Strategic Mapping is the sole provider of all components and services of the ITS.

Approval of the sole source resolution will allow Everett Transit to ensure consistency throughout the fleet and continuity of operations, regional data sharing integration, and reporting functionalities.

Recommendation (exact action requested of Council):

Adopt the resolution waiving public bidding requirements and approving a sole source for replacing and upgrading Integrated Technology Systems (ITS) to Everett Transit's fixed-route fleet of approximately \$475,000, including Washington state sales tax.



RESOLUTION NO. _____

A RESOLUTION waiving public bidding requirements and approving a sole source for replacing and upgrading the Everett Transit’s Integrated Technology Systems (ITS) from Strategic Mapping, Inc.

WHEREAS,

- A. Everett Transit uses Integrated Technology Systems (ITS) that include on-board units (OBU), automatic vehicle location (AVL), automatic passenger counters (APC), automatic annunciation system (AAS), driver display unit (DDU), audio kits, and additional components associated with installation and functionality; and
- B. Strategic Mapping, Inc. is the only authorized supplier and service provider for their ITS; and
- C. It is in the City’s best interest to approve the sole source purchase for approximately \$475,000, including Washington state sales tax, to repair and upgrade the Integrated Technology Systems.

NOW, THEREFORE, BE IT RESOLVED THAT:

There is clearly and legitimately only one source capable of supplying Integrated Technology Systems on transit buses. The City hereby waives competitive bidding requirements and authorizes a sole source for replacing and upgrading Integrated Technology Systems from Strategic Mapping, Inc.

Councilmember introducing resolution

Passed and approved this _____ day of _____, 2022.

Council President



PROCUREMENT
SOLE SOURCE JUSTIFICATION
Purchases \$10,000 & Above

When filling out a sole source, use this document as a guide to answer each section.

<p>A sole source is defined as: A purchase that is clearly and legitimately limited to a single source or supply.</p> <p>A. If there is a way to draft the specifications so that more than one respondent will reply, it is not a sole source. B. The use of sole source purchases shall be limited only to specific instances which are totally justified to satisfy compatibility or technical performance needs.</p> <p>All sole source purchases shall follow the City of Everett Standard Procurement Policy & Federal Emergency Contracting Section 9.4.</p>	
<p>I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED A SOLE SOURCE PURCHASE.</p>	
<p>Proposed supplier name and address: Strategic Mapping, Inc. 2345 Younge Street, Suite 300, Toronto Ontario, Canada MP4 2E5</p>	<p>Estimated cost of goods or services: \$475,000</p>
<p>Purchase Requisition #: RQ 31924</p>	<p>Cayenta Supplier # 10357 Or attach Supplier's W-9 Form</p>
<p>This is a sole source purchase because (Check all that apply):</p> <p><input type="checkbox"/> Licensed or patented – supplier has a license or patent that makes them the sole provider. <input type="checkbox"/> One-of-a-kind – there is no competitive alternatives available on the market. <input checked="" type="checkbox"/> Sole Distributor – supplier is the sole distributor for the region or municipality <input checked="" type="checkbox"/> Compatibility – must match existing brand or equipment for compatibility. <input checked="" type="checkbox"/> Replacement part – for a specific brand or existing equipment. <input type="checkbox"/> Warranty – sole provider of factory authorized warranty service. <input type="checkbox"/> Unique design – must meet physical design or quality standards. <input type="checkbox"/> Public Utility Services – necessary adjustment of utility facilities <input type="checkbox"/> Other - _____</p> <ul style="list-style-type: none"> • If the justification for sole source is "Standardization" then additional supporting documentation must be provided. See Brand Name or Standardization Justification Form. • Procurements of items which the City has established a standard of designating a brand name or manufacturer or by pre-approving via testing shall be competitively bid if there is more than one supplier for the item. 	
<p>Describe the proposed goods or services.</p>	<p>Replacing and upgrading the Everett Transit's Integrated Technology Systems (ITS) in 42 buses that are at the end-of-life, and currently part of the active fixed-route fleet. The ITS includes on-board units (OBU), automatic vehicle location (AVL), automatic passenger counters (APC), automatic annunciation system (AAS), driver display unit (DDU), audio kits, and additional components associated with installation and functionality. Installation services will be provided by Strategic Mapping.</p>
<p>What are the specific necessary features that this supplier provides that are not available from other suppliers?</p>	<p>The ITS went through a federally required validation process with the National Transit Database (NTD) to ensure that it can provide reliable data on transit ridership, expenses, fares, safety, assets, and other transit system information. The data is compiled and submitted to NTD.</p> <p>The information collected is also communicated in real-time with the regional application, OneBus Away, that other transit agencies use.</p>

<p>Discuss how similar goods or services are <u>unable</u> to meet the required objective.</p>	<p>The current ITS can only integrate with Strategic Mapping software. Other potential components that are available would not seamlessly integrate with the software. Everett Transit would be required to obtain new software to utilize the potential components, which would result in significant costs and added staff time. Additionally, the ITS must go through the NTD validation process, which may take up to a year, and would cause disruptions to transit services.</p>
<p>Describe your efforts to identify other potential sources.</p>	<p>Strategic Mapping is the only company that provides upgrades or maintenance to the hardware and software installed in Everett Transit's ITS.</p>
<p>List any other facts supporting the use of a non-competitive process.</p>	<p>Strategic Mapping was awarded RFP #2009-034 Integrated Transit Technology System. Their hardware and software have been in use since the effective date of the professional services agreement in 2010.</p>
<p>Is this a one-time procurement? <input type="checkbox"/> No* <input checked="" type="checkbox"/> Yes</p>	<p>*If an on-going sole source procurement is <u>required</u>, include or attach an estimate that shows total annualized expenditure for each year.</p>

PRICE REASONABLENESS (Check all that apply and attach back-up documentation)

I determined that the price is fair and reasonable because:

- I compared the proposed price to prices I previously paid for the same or similar goods and/or services. See PO # . Specify price:
- I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments and the proposed price is similar or less. **Attach relevant documentation.**
- I compared the proposed price to rough yardsticks, such as dollars per pound, per horsepower, or other units of measure and did not discover significant inconsistencies that warrant additional pricing inquiry.
- Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.
- The price is set by law or regulations.
- Market research reveals that same or similar goods or services are available for a similar price.
- Other: Sole provider and manufacturer pricing
- Back-up documentation is attached.

Explanation of above-checked justification: All components of the ITS can only be replaced with Strategic Mapping equipment. Strategic Mapping is the only company that can provide the components.

STATEMENT OF NEED AND CERTIFICATION:
My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City of Everett. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

I hereby certify that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief.

<i>Sabina Araya</i>	10/31/2022
Signature (Requestor)	Date
Printed Name: Sabina Araya	Title: IT Project Manager – Transit
DEPARTMENT DIRECTOR	

Based upon the above, I authorize the sole source acquisition of the goods or services specified.

<i>Tom Hingson</i>	11/01/2022
Signature	Date
Printed Name: Tom Hingson	

INFORMATION TECHNOLOGY – For any technology purchases including software	
Based upon the above, I authorize the sole source acquisition of the goods or services specified.	
Signature	Date
PROCUREMENT MANAGER	
Based upon the above, I authorize the sole source acquisition of the goods or services specified.	
Signature	Date

Note: If additional space is required, use additional sheets of paper and submit with this completed form.

9.1 SOLE SOURCE

Sole source procurements are governed by RCW 39.04.280(1)(a). Sole source procurements may be made directly from a sole source supplier without soliciting additional competition if there is clearly and legitimately only one source capable of supplying the commodity that result in only one source.

In the event the commodity is available from only one supplier, a Sole Source Justification Form must be completed and provided to the Procurement Manager.

When a single or annual proposed sole source purchase exceeds the Council authorization limit, the Purchasing Manager must seek the City Council's approval, by resolution, that there is only one source. The resolution will recite the factual basis for the exception from competitive procurement.



October 17th, 2022

Jenny Chang
Buyer – Procurement
City of Everett
2930 Wetmore Ave.
Suite 9E
Everett, WA 98201

RE: City of Everett Agreement

Dear Jenny:

This letter is to confirm that any upgrades or maintenance to the hardware and software can only be provided by Strategic Mapping, and only Strategic Mapping.

Should you have any questions or require any additional information, I may be reached by cell phone at (416) 566-5731 or my office (416) 483-7522 ext. 230 or by email at jbrock@mapstrat.com.

Thank you very much, and stay safe and well.

Jordan Brock

A handwritten signature in black ink, appearing to read "Jordan Brock", written in a cursive style.

Vice President of Global Sales
Strategic Mapping