



**C4220.1F Rev. 4 Chapter VI.3.i.(1)(b) Defines a sole source as:**

- A. When required supplies or services are available from only one responsible source, and no other supplies or services will satisfy its requirements.
- B. When an existing contractor makes a change(s) to its contract that is beyond the scope of the original contract.

**This justification form MUST be complete, include all supporting documentation, and approved by the General Manager prior to any purchase being made.**

**Are FTA Funds being used?** No

**Vendor name and address:**

PUGET SOUND ENERGY  
Heather Cottom  
heather.cottom@pse.com  
360-630-0400

**Requested Amount:**

**\$ 65,889.11**

**This is a sole source because**

- ☒ One-of-a-kind – there are no alternatives available on the market with the same or similar characteristics that WTA has a documented requirement for.
- ☒ Patent, Copyright, Data Rights, or Warranty – vendor has obtained a patent or copyright, owns data rights, or award to another supplier will invalidate WTA's warranty for the good or service required.
- ☐ Substantial Duplication Costs – award to another vendor will result in costs that will not be recovered through competition.
- ☐ Unacceptable Delay or Declared Emergency – Award to another contractor would result in an unacceptable delay to a project or an emergency has been declared. Failure to plan a purchase appropriately is not justification.
- ☐ Single Bid or Proposal Received. Despite adequate competition, only one bid or proposal was received.

**Describe the specific, necessary features that this product or vendor provides.**

WTA requires a transformer upgrade to its Cordata Station site in order to accommodate future eBus charging and provide additional powering for a joint NRV-EV charging project the City is undertaking. The independent cost estimate is a verbal estimate from the previous Fleet and Facilities Director as there does not appear to be anything documented for this amount.

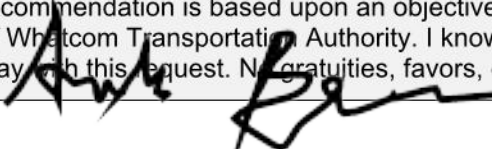
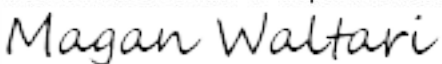
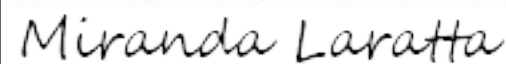
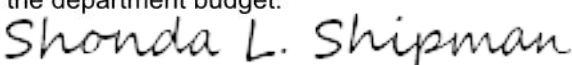
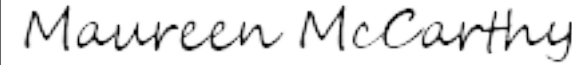
**How was availability determined? List possible alternative sources. What compatible parts or equipment are available? If there are none, provide detailed information on the measures used in your determination.**

PSE will only authorize specific work to be performed by PSE staff or PSE authorized subcontractors. This is due to liability with PSE stamped drawings and engineering requirements. WTA procurement policy 4-108 Competitive Exemptions that excludes utilities from competition.

**Who prepared the specification or statement of work? Did a vendor or contractor assist? If so, provide their information.**

Vendor



|  |   |
|--|---|
| <b>Is this a one-time Procurement?</b><br><u>Yes</u>   | *If on-going sole source procurement is <u>required</u> , attach an estimate that shows total annualized expenditure (for each year).   |
| <b>FAIR AND REASONABLE PRICE DETERMINATION</b>   |   |
| <b>Check all that apply and attach back-up documentation</b>   |   |
| <input type="checkbox"/> Comparison of the proposed price to previously paid prices for the same or similar goods or services.   |   |
| <input type="checkbox"/> Comparison of the proposed price to current published catalog, price lists, market prices, or prices given to other public agencies with similar requirements, and the proposed price is similar.   |   |
| <input type="checkbox"/> Comparison of the proposed price to documented yardsticks (such as dollars per pound or per horsepower, or other units of measure) and no significant inconsistencies that warrant additional pricing inquiry were found.   |   |
| <input checked="" type="checkbox"/> The price is set by law or regulations   |   |
| <b>STATEMENT OF NEED AND CERTIFICATION:</b><br>I certify that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief. My personal familiarity or preference with particular brands, types of equipment, materials, or firms has not influenced my request to sole source this purchase if other suppliers exist. My Sole Source recommendation is based upon an objective review of the product or service required and is in the best interest of Whatcom Transportation Authority. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place.<br> |   |
| Signed: Monday, April 3, 2023 _____ 04/03/2023   |   |
| Printed Name: Andy Bowler Department: Facilities   |   |
| <b>First Endorsement:</b><br><b>DEPARTMENT DIRECTOR</b>  | <b>Second Endorsement:</b><br><b>PROCUREMENT</b>  |
| I endorse this purchase as necessary for WTA business. No conflict of interest has occurred between the vendor or department staff.<br>   | I endorse this purchase. Procurement policies and procedures have been followed. All supporting documentation has been included in the request.<br> |
| Signed: Monday, April 3, 2023 _____<br>04/03/2023  | Signed: Monday, April 3, 2023 _____<br>04/03/2023   |
| <b>Third Endorsement:</b><br><b>FINANCE DIRECTOR</b>   | <b>Sole Source Approval:</b><br><b>GENERAL MANAGER</b>  |
| I endorse this Sole Source. The purchase is within the department budget.<br>   | I approve this Sole Source.<br>   |
| Signed: Tuesday, April 4, 2023 _____   | Signed: Tuesday, April 4, 2023 _____  |