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## Sole Source Justification

SS# 2021-248

Form #SETU04 v.b

Procurement & Contracts

**C4220.1F Rev. 4 Chapter VI.3.i.(1)(b) Defines aa 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 completed, signed, and returned to Procurement with all documentation prior to any purchase being made.

This form may not be attached to invoices for goods or services purchased prior to approval.

Are FTA Funds being used? ☒ No ☐ Yes – If yes, please call Procurement before completing form.

**Proposed vendor name and address:**

Lookout Mountain Holdings, LLC  
1800 Ellis St  
Bellingham, WA 98225

**Estimated cost of goods or services:**

\$ 144,000

☒ Attach Independent Cost Estimate

**Check all that apply & provide documentation**

**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 or Copyright** – vendor has obtained a patent, data rights, or copyright 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**

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

License/lease to maintain radio equipment on site and tower on Lookout Mountain, Whatcom County. Includes use of power, access, etc. Price is based on number of repeaters (radios) installed. Currently 4. Site is specified in our future FCC license. 10 year term. It may be possible to move the equipment in the future, but WTA will need this lease starting on 9/17 when we take over the radio system.

**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?**

This is the site of our current equipment. No other sites exist at this location. Radio service and repeater sites such as what is being leased is governed by FCC and not something that lends itself to competition. WTA hired IBI to assist with initial valuations and site inspections. Hatfield & Dawson performed site audits and a report relating to what WTA would be leasing.

**Who prepared the specification or statement of work? Did a**

WTA via current use of system



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vendor or contractor assist? If so, provide their information.

Is this a one-time Procurement?

☐ No\* ☒ Yes

\*If on-going sole source procurement is required, attach an estimate that shows total annualized expenditure (for each year).

### FAIR AND REASONABLE PRICE DETERMINATION

#### Check all that apply and attach back-up documentation

- ☐ Comparison of the proposed price to previously paid prices for the same or similar goods or services. See PO #\_\_\_\_\_. Specify price: \_\_\_\_\_
- ☒ Comparison of the proposed price to current published catalog, price lists, prices given to agencies of similar size with similar requirements, or market prices and the proposed price is similar or less.
- ☒ 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.
- ☐ The price is set by law or regulations.
- ☐ Pricing research of the good or service purchased by other agencies.
- ☐ Other: \_\_\_\_\_

#### STATEMENT OF NEED AND CERTIFICATION:

My department's sole source recommendation is based on a complete review of the good/service required and is in the best interest of WTA. No conflict of interest on my part or personal involvement in any way exists with this request. No real or perceived gratuities, favors, or actions have taken place between me, my department, or the vendor. Personal familiarity or preference with particular brands, equipment, materials, or firms influence this request. I certify that this justification is accurate and complete to the best of my knowledge.

  
Signature (Requestor)

9/16/2021  
Date

Printed Name: Josh Nylander

Title: IT Director

#### First Approval:

PROCUREMENT

Based upon the above, I endorse this acquisition.



9.16.2021

Signature (Purchasing and Contracts Coordinator)

Date

#### Second Approval:

DIRECTOR OF FINANCE

Based upon the above endorsement from Procurement, I authorize this acquisition.



9/16/21

Signature (Director of Finance)

Date

#### Third Approval:

GENERAL MANAGER



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**Procurement & Contracts**

Based upon the above approval from the Director of Finance, I authorize this acquisition.

  
Signature (General Manager)

8/16/21

Date