

Sole Source/Bid Waiver Justification

Below are the following Sole Source /Bid Waiver Criteria. If your purchase does meet any of the following criteria, please complete the form and submit to Procurement Services at procurementservices@ccc.edu.

What is a Sole Source Procurement?

A “sole source” procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirement. Although states generally do not permit non-competitive procurements by statute, exceptions are allowed where competition is not feasible.

Examples of acceptable exceptions from the competitive procurement process may include:

- Only one known source exists for supplies of services or products as determined by documented research.
- No other reasonable alternative source exists that meets the CCC requirements.
- Only one source meets the business needs of the CCC (e.g., compatibility, unique feature to meet CCC’s business need, etc.)
- Procurement of public utility services.

What’s not a Sole Source Procurement?

- A CCC requirement for a particular proprietary product or service does not automatically justify a sole source procurement if there is more than one potential bidder or offeror for that item.
- A CCC preference for a brand name product does not justify a sole source procurement.
- A good’s or service’s “uniqueness” alone may not qualify the producer or supplier of the good or service as a sole provider of a good or service.

What are acceptable considerations for sole source procurements?

CCC reasons for sole sources vary greatly but should fall within the following:

- Only one known source that can provide the commodity or service.
- Unique source (commodity/service is unique/special in nature)
- Compatibility (e.g., a public safety CCC requiring a specific piece of equipment to be compatible with an existing equipment system)
- Limited or proprietary systems (i.e. additional licenses, updates, specialized replacement parts, etc.)
- A professional expert is requested.
- Sales territories or product availability within limited geographic boundaries.

Sole Source/Bid Waiver Justification Application

Name of Requestor: Daniel Enoch
 Department/School: Academic and Student Affairs
 Project Title: Library Security System
 Email Address: denoch2@ccc.edu

Bulletin or Reference Number: Board Report # 34563
 Vendor: Bibliotheca, LLC

Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 27,000 Actual Estimated (Attach the proposal received)

Number of Potential/Remaining Renewals: _____

Length of Each Renewal in Months: _____

Value of All/Remaining Renewals: \$ _____

Choose one of the following:

- New Sole Source
- Sole Source Renewal
- Change Order or Amendment to an Existing Sole Source

Provide a description of the supplies or services required: Bibliotheca LLC (3M) will provide service maintenance for (1) year period for the library security systems for City Colleges of Chicago. The maintenance of the library security systems will include parts and labor needed to maintain the systems in proper working condition. The colleges will also be able to procure the needed accessories (i.e., detection stations for checking books in and out, detection/tattle tape for books. CCC district business office requested cotermed end date for all resources: Aug. 10, 2024. This resulted in a cost decrease.

Select the Type of Funding to be Used: Educational Funds Capital Funds Grant Funds Other

(Explain): _____.

This purchase is economically only available from a single source because it is:

- Art or Entertainment Services or Athletic Events
- Compatibility with Existing/current Equipment, Accessories, Replacement Parts or Service
- Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Original Contract Holder
- Federal/CCC Grant Requires Contract with Vendor (attach Grant Award Agreement)
- Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s): _____
- Items Are Needed for Trial Use or Testing
- Media for Advertising
- Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
- Public Utility Regulated Services
- Radio and Television Broadcast Rights
- Software License/Upgrade/Maintenance
- Other (Explain): Library security system-gates, etc. manufactured and maintained by Bibliotheca

Has CCC purchased these supplies/services in the past? Yes No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term	Term From:	Term To:	Value	Description	Vendor Selection
One	8/11/2022 10/1/2022 1/4/2023	8/10/2023 9/30/2023 9/30/2023	\$43,000	BR 34563	Sole Source

Two	10/1/2019	09/30/2022	\$100,000	BR 33739	Sole Source
Three	03/20/2017	12/31/2018	\$163,117	BR 33172	Sole Source
Four	12/11/2015	12/10/18	\$146,617	BR 32826	Bidding
Five	12/11/14	12/10/15	\$86,634	BR 32511	Sole Source
Six	11/03/11	11/02/14	\$267,000	BR 31217	Sole Source
Seven					
Eight					
Nine					
Ten					

If more than 10 years, explain: CCC libraries have used only Bibliotheca (formerly 3M) gates since initially installing security equipment. These vendors are the sole providers and offer authorized support for these products.

Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: Bibliotheca is the authorized service provider for 3M Library System Equipment, Checkpoint Models, Signature, Strata, EX Plus, PX and QX Detection Systems security gate systems.(from BR 34563—Vendor selection criteria) The City Colleges of Chicago libraries have had maintenance agreements with the 3M company, merged with Bibliotheca in 2015, since 2011.
2. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications: Certain parts have patents and patents pending that are held exclusively by Bibliotheca.
3. If professional services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: The company provides the only factory-authorized service by specially-trained technicians. Service agreements are exclusive to Bibliotheca and are not available elsewhere.
4. Were alternative supplies or services evaluated? Yes No If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility: _____
 b. If no, why were alternatives not evaluated? See #1. Bibliotheca is the sole provider of maintenance of hardware security system for CCC’s libraries.
5. What efforts were made to get the best possible price? From time to time, we must evaluate our existing infrastructure and the cost to maintain versus purchasing new implementation. Bibliotheca equipment meets the needs of each of the libraries. The cost to maintain the existing infrastructure is approximately \$30k/year, whereas a new gate cost (not including RFP resources and training) would be more expensive as was evidenced by the \$37k previously spent at DTI to install/implement new gates (which also included a 1-year free maintenance/software) to an existing library space that reopened in 2021 after being closed for a number of years. At the macro level, maintaining the infrastructure and making repairs to keep the gates in working order provide us with the best possible pricing,

- when compared to the cost of new implementation and installation.
6. Will this purchase obligate the CCC to this vendor for future purchases such as maintenance, licensing or continuing need? Yes No
 - a. If yes, please provide details regarding future obligations and/or needs: We will continue to pay the fees as long as we want to receive services from the company to secure our physical library materials.
 7. Why is the price for this purchase considered to be fair and reasonable? The physical gates are set off and make a loud noise to alert staff if patrons attempt to leave one of CCC's libraries with materials (for example, a book, compact disc, or DVD) that hasn't been properly checked out and desensitized. These materials represent a substantial investment of funds and support CCC's curriculum.
 8. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: The customized installation of hardware in CCC's libraries represent a substantial investment of time and resources. The sole source status represented by the vendor for exclusive maintenance of the gates means there isn't another provider offering what CCC needs to maintain upkeep.
 9. What will be the financial or other impact to the CCC if this sole source is not approved and a competitive bid is required? We could lose service/protection of physical assets purchased by the libraries for their collections to serve students and faculty.

Department/College Representative Signature Required

I know and understand the contents of this Sole Source /Bid Waiver Justification and attest that all statements are true and

<small>Digitally signed by:</small>  <small>0835E7A34F424409...</small> <small>Department/College Representative Signature</small>	Daniel Enoch <hr/> Printed Name	4/13/2023 2:15:02 PM CDT <hr/> Date
<small>Digitally signed by:</small>  <small>FA1C27CD05344A1...</small> <small>Department/College Representative Signature</small>	Stacia Edwards <hr/> Printed Name	4/13/2023 2:17:30 PM CDT <hr/> Date
<small>Digitally signed by:</small>  <small>E2964BEEF2F6487...</small> <small>VC/ College President Signature</small>	Mark Potter <hr/> Printed Name	4/14/2023 9:06:59 AM CDT <hr/> Date

CPO Approval and Signature Required
