

**CONTRACT DATA SHEET**

PSC Type (check one):  New  Addendum Sole Source:  Yes  No

Contractor Information	
1. Legal Name of Contractor:	Xerox Coporation dba ACS Firehouse Software
2. Address:	2900 100th St, Suite 309
3. City, State, & Zip:	Urbandale, IA 50322
4. Contact Person Name & Telephone Number:	Melissa Hall : 800-921-5300 EXT 1
5. LeAP Supplier #:	_____ Melissa.Hall2@Xerox.ca
6. Revenue Commission Taxpayer ID#:	_____
7. Federal Tax ID # (SSN if sole proprietor):	_____

Department Information	
8. Requesting Department:	LFD
9. Contact Person Name & Telephone:	Jeremy Feign 574-3804

Contract Information	
10. Not to exceed amount:	\$ 45,000
11. Are expenses reimbursed?	No
12. If yes list allowable expenses and maximum amount reimbursable:	_____
13. Beginning and ending date of the contract:	3/1/13 - 2/28/15
14. Coding:	1101 - 355 - 2610 - 261010 - 522622
15. Funding Source	GF Federal Funds yes no
16. Scope & Purpose of the contract:	Firehouse software licenses and maintenance of current programs for the department.

**Attach all justification documentation to this form, along with signed Written Findings Form.**

Authorizations	
Department Director:	<i>[Signature]</i> Date: 4/9/2014
Department certifies:	
<input type="checkbox"/>	Funds are available
<input type="checkbox"/>	Contractor is registered and in good standing with the Revenue Commission
<input type="checkbox"/>	Human Relations Commission registration requirements have been met
<input type="checkbox"/>	Contractor's status regarding Federal Debarment has been verified per Metro Procurement Policy Section VII - Federally Funded Contracts & Agreements
<i>JP</i>	Purchasing: Approval of Sole Source Designation Date: 4-17-14
<input type="checkbox"/>	Risk Management: Certifies Insurance requirements satisfied. Date: _____
<i>CPD</i>	County Attorney: Date: 7/14/14
The County Attorney has written the attached Professional Service Contract or Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.	

**WRITTEN FINDINGS**

**EXPLAINING NECESSITY FOR USING NONCOMPETITIVE NEGOTIATION FOR PSC**

This document constitutes written request and findings, as required by KRS 45A.380 stating the need to purchase through noncompetitive negotiation. By the signatures listed below, the Requesting Department has determined, and the Chief Financial Officer concurs, that competition is not feasible because:

\_\_\_\_\_ A. An emergency exists which will cause public harm as a result of the delay in competitive procedures. **\*\* Mayors Approval required for emergency purchases exceeding \$10,000.**

**X** \_\_\_\_\_ B. There is a single source within a reasonable geographic area of the supply or service to be procured or leased (attach sole source determination from the Purchasing Department).

\_\_\_\_\_ C. The contract is for the services typically provided by a licensed professional, such as an attorney, architect, engineer, physician, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; an artist such as a sculptor, aesthetic painter, or musician; or a non-licensed professional such as a consultant, public relations consultant, advertising consultant, developer, employment department, construction manager, investment advisor, or marketing expert and the like.

\_\_\_\_\_ D. The contract is for the purchase of perishable items purchased on a weekly basis, such as fresh fruits, vegetables, fish, or meat.

\_\_\_\_\_ E. The contract is for replacement parts where the need cannot reasonably be anticipated and stockpiling is not feasible.

\_\_\_\_\_ F. The contract is for proprietary items for resale.

\_\_\_\_\_ G. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the city.

\_\_\_\_\_ H. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids.

\_\_\_\_\_ I. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment liability insurance.

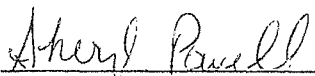
\_\_\_\_\_ J. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Metro Government.

\_\_\_\_\_ K. The contract was solicited by competitive sealed bidding and no bids were received from a responsive and responsible bidder.

\_\_\_\_\_ L. Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder.

  
Requesting Department Director      Date

\_\_\_\_\_  
\*\*Mayor      Date  
\*\*Signature is required only for Written Finding A

  
OMB/Purchasing Approval      Date

# Memo

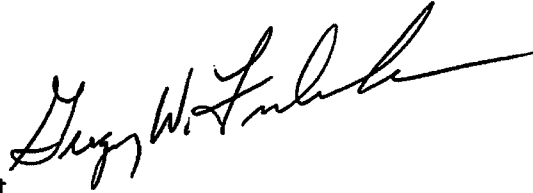
## **Louisville Fire Department**

**To:** Craig Bowen, Director  
Purchasing Department

**From:** Gregory W. Frederick, Colonel  
Chief, Louisville Fire Department

**Date:** 12/4/2013

**Re:** Xerox Govt Systems, LLC PSC



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The Louisville Fire Department requested a sole source PSC be authorized for ACS Firehouse Solutions in February of 2013. The request was authorized and during the execution of the contract, Xerox Govt Systems acquired ACS Firehouse Solutions.

The Fire Department would like to have the same authorization for a Sole Source PSC with Xerox Govt Systems instead of ACS Firehouse Solutions. A copy of the original approval documentation is attached for your information.

If you need more information please contact me. Thanks for your assistance