

TULSA COUNTY

**PURCHASING
DEPARTMENT**

VENDOR#: 15692
CC#: 2200 002 0000
CMF#:

MEMO

DATE: FEBRUARY 13, 2019
TO: BOARD OF COUNTY COMMISSIONERS
FROM: MATNEY M. ELLIS
PURCHASING DIRECTOR 
SUBJECT: SOLE SOURCE DESIGNATION- CITITECH SYSTEMS INC.

THE TULSA COUNTY PURCHASING DEPARTMENT AND THE TULSA COUNTY ENGINEERING DEPARTMENT RESPECTFULLY REQUESTS THE BOARD OF COUNTY COMMISSIONERS APPROVE THE ATTACHED "REQUEST FOR WAIVER OF SOLICITING BIDS OR QUOTES" AND SOLE SOURCE DESIGNATION TO CITITECH SYSTEMS.

CITITECH SYSTEMS INC.
P.O. BOX 7626
RAPID CITY, SD 57709-7626
ATTN: BRIAN MCKIERNAN

AT THE REQUEST OF TULSA COUNTY HIGHWAY DEPARTMENT, CITITECH SYSTEMS MODIFIED ITS COPYRIGHTED PROPRIETARY CMS SOFTWARE TO ACCOMMODATE MUNIS CODES AND PROCESSES. HENCE, CITITECH IS A SOLE SOURCE PROVIDER FOR THE BASE SOFTWARE AND ANY MODIFICATIONS MADE TO THE BASE SOFTWARE.

THIS REQUEST IS RESPECTFULLY SUBMITTED FOR YOUR APPROVAL.

MME/rjm
ATTACHMENT

ORIGINAL: MICHAEL WILLIS, COUNTY CLERK FOR THE FEBRUARY 19, 2019 AGENDA.

REQUEST FOR WAIVER OF SOLICITING BIDS OR QUOTES

DATE: FEBRUARY 13, 2019

TO THE BOARD OF COUNTY COMMISSIONERS

It is recommended that soliciting bids/quotes be waived on the following request of
TULSA COUNTY ENGINEERING DEPARTMENT for the reason(s) stated below.
REQUESTING DEPARTMENT


PURCHASING DIRECTOR

MATNEY M. ELLIS

- ↑ Emergency
- ↑ Sole manufacturer (*must* be documented).
- Sole supplier (*must* be documented).
- ↑ Other products of similar nature are incompatible with existing products.
- ↑ Purchase of similar products will adversely affect warranty, guarantee or service agreement on existing products.
- ↑ _____

Description:

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CITITECH SYSTEMS INC.
10354 BIG PINEY RD
PO BOX 7626
RAPID CITY, SD 57709-7626
ATTN: BRIAN MCKIERNAN
(605) 348-5069 EXT. 7613 PHONE
brian@cititech.com

- ↑ Waiver of bidding or quoting process is approved.
- ↑ Waiver of bidding or quoting is *not* justified.
Standard bidding or quoting will be followed.

CHAIRMAN, BOARD OF COUNTY COMMISSIONERS

DATE



10354 Big Piney Road
Rapid City, SD 57702
Phone: 605-348-5069
Website: www.cititech.com

February 1, 2019

Tulsa County Purchasing Department
500 South Denver
Tulsa, OK 74103-3832

To whom it may concern:

At the request of the Tulsa County Highway Department, CitiTech Systems modified its proprietary CMS software to accommodate MUNIS codes and processes. CMS software is copyrighted by CitiTech Systems, Inc. and is the only supplier authorized to modify and support its software. Hence, CitiTech Systems is a sole source provider for the base software and any modifications made to the base software.

We welcome the opportunity to provide and support enhanced functionality between CMS and MUNIS software. If you have any questions, please feel free to contact me.

Sincerely yours,

A handwritten signature in black ink that reads 'Brian McKiernan'.

Brian McKiernan
President



Tulsa County Purchasing

Sole Source or Sole Brand Acquisition Certification

Date: 02/13/2019

County Department: Tulsa County Engineering Department

Supplier Name: Cititech Systems Inc

Supplier Address: PO Box 7626 Rapid City, SD 57709-7626 Attn: Brian McKiernan

Supplier Phone: 1-800-738-9892

I hereby affirm that pursuant to the provisions of the attached requisition or contract that

Cititech Systems Inc
(Name of Supplier)

is the only person or business entity singularly qualified to provide the acquisition, and if a product is the only brand or product which is unique, for the following reasons:

Cititech Systems Inc is the only supplier authorized to modify or support CMS software to accommodate Munis codes and processes.

The following is a brief description of all efforts which were made to verify that the services or products to be purchased pursuant to the provisions of the attached requisition or contract qualify as a sole source or sole brand acquisition:

Cititech is a proprietary software.

I understand that the signing of this certification knowing such information to be false may subject me to punishment for perjury.


(Signature of Certifying Officer)