



# City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents, and forward your request to next approval authority.

FY220429

## Certificate of Exemption

Originating Department: Public Works

Request Date: 07/22/2022

## Exemption Requested/Taken

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Departments must submit vendor(s) quotations for any selection below. Please select one exemption:

- |  |   |
|--|---|
| <input type="checkbox"/> A procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> Paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments  |
| <input type="checkbox"/> A procurement to preserve or protect the public health or safety of the city's residents (Note: Department must notify the Purchasing Division immediately regarding such an event)   | <input type="checkbox"/> A public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized |
| <input type="checkbox"/> A procurement necessary because of unforeseen damage to machinery, equipment or other property (Note: Department must notify the Purchasing Division immediately regarding such an event)   | <input type="checkbox"/> A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchap. C, Ch 212.              |
| <input type="checkbox"/> A procurement for personal, professional or planning services   | <input type="checkbox"/> Personal property sold   |
| <input type="checkbox"/> A procurement for work that is performed and paid for by the day as the work progresses   | <input type="checkbox"/> Services performed by blind or severely disabled persons   |
| <input type="checkbox"/> A purchase of land or right-of-way  | <input type="checkbox"/> Goods purchased by a municipality for subsequent retail sale by the municipality   |
| <input checked="" type="checkbox"/> A procurement of items available from only one source  | <input type="checkbox"/> Electricity  |
| <input type="checkbox"/> A purchase of rare books, papers and other materials for a public library   | <input type="checkbox"/> Advertising, other than legal notices  |

**\*Is this an "Emergency" purchase request that exceeds \$50,000 in value and would require City Council ratification?**       Yes     No

**\*Sourcing Accounting Details**     Insert Shopping Cart (SC) or Purchase Requisition (PR) #       Insert Annual Contract #

**Enter:** Annual Contract Name/Number: CARTEGRAPH UPGRADES with M&S / 4400005033




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## Sole Source Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Source" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole source purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any vendor-provided documents used in justifying the sole source aspects of this purchase, attaching any correspondence(s) related to establishing that justification.

Click on the paperclip icon  located in the left margin of this form to make any required attachment.

## Sole Source Justification Details

\*Name of Item: Cartegraph Operations Management System for Public Works Department

\*Manufacturer: Cartegraph Systems, Inc. \*Model Number: Operations Managemen

\*Source Count:  Available from only one source  Available from more than one source

\*Name of Source: Cartegraph Systems, Inc.

\*Brief description of where or how the item(s) will be used:

The Public Works Department (PWD) is seeking a new contract with Cartegraph to expand licensing from 35 current users to unlimited, enterprise licensing. The expanded licensing will allow the rollout of Cartegraph to all PWD divisions and field teams for asset and work order management. Asset-based work order management is the primary scope of the FY22 approved and funded Cartegraph project. The project will also build integrations between Cartegraph and COSA's 311 system and master data sources for labor, materials, equipment, and vehicles.

\*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

The Cartegraph Operations Management System is utilized by PWD as the system of record for the tracking of infrastructure assets throughout the City such as streets, sidewalks and storm channels. Since 2016, City Council has approved this contract as a sole source due to the proprietary nature of the solution. Contracts have been approved through Ordinance 2016-01-14-0004 and 2019-03-07-0177.

\*Will the item be used in conjunction with existing equipment?  Yes  No

\*Will it be used as a component to be interfaced with existing equipment?  Yes  No

\*Will this be used as an accessory or option?  Yes  No

\*Will training be required?  Yes  No

\*Describe the training and the amount of training (in hours, days, or months) that will be provided.

Phased training is detailed in the SOW

\*Name other sources/brands whose products have been evaluated and why they do not meet requirements:

None. This solution is the system of record for PWD. The expansion is requested to allow for expanded licensing throughout the department divisions and field teams.

**\*Required attachment(s): Vendor Quotation and Sole Source Vendor Justification Letter explaining why requested item(s) are only suitable from one source.**

\*Has all of the required justification documentation been attached to this request?  Yes  No

## Execution/Filing Details



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***This Certificate of Exemption is executed and filed with the Finance Department as follows:***

1. The undersigned is authorized to approve an exemption;
2. An exemption according to Section 252.022 of the Local Government Code exists.

More specifically, the following event has occurred:

The Public Works Department (PWD) is seeking a new contract with Cartegraph to expand licensing from 35 current users to unlimited, enterprise licensing. The expanded licensing will allow the rollout of Cartegraph to all PWD divisions and field teams for asset and work order management. Asset-based work order management is the primary scope of the FY22 approved and funded Cartegraph project. The project will also build integrations between Cartegraph and COSA's 311 system and master data sources for labor, materials, equipment, and vehicles.

3. Because the exemption stated above exists, the City of San Antonio intends to contract with

**Cartegraph Systems, Inc.** which will cost approximately \$ **2,180,398**

### Approvals

**Instructions:** Enter your Network credentials and "click" the **Sign** button for Authentication eSignature:

UserID: \_\_\_\_\_ Password: \_\_\_\_\_

<u><b>Anthony Chukwudolue (PWD)</b></u> Originator	<u>07/25/2022</u> Date
<u><b>Razi Hosseini (PWD)</b></u> Department Director Approval	<u>07/25/2022</u> Date
----- <u>Executive Leadership Team Approval</u> <i>(approval required only for ratification by City Council)</i>	_____ Date
 <u>Procurement Administrator Approval</u>	<u>August 26, 2022</u> Date

To send this approval document to the next approver, press **Send Forward**.  
 To retain a copy of this request, perform a **Save As** to save it as an electronic form.