**CORRESPONDENCE/MEMORANDUM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE OF WISCONSIN**

 **Date:** March 14, 2017

 **To:** Rick Hughes

 State Bureau of Procurement Director

 **From:** Dana Casey

 **Subject:** Justification for sole source waiver:

 Specialized electronic message sign replacement

This memo is to provide justification for a sole source waiver as per DOA’s Request for Purchasing Approval / Authority Checklist (form DOA-3046A). The waiver is requested to allow the Department of Transportation to replace a specialized electronic message sign at the Kenosha SWEF, that was damaged by a truck.

The electronic sign is part of the overall weigh-in-motion sorting system for commercial vehicle weight enforcement that is performed by the Wisconsin State Patrol.

1. Need for services

Replacement of a specialized electronic message sign installation at the Kenosha Safety & Weight Enforcement Facility (SWEF) #21, located on IH 94 westbound at milemarker 349 in Kenosha County. The existing sign installation was damaged by a truck traveling through the SWEF.

2. Why competitive bidding cannot be used

The sign is one component of the specialized weigh-in-motion (WIM) sorting system for commercial vehicle weight enforcement at the Kenosha SWEF. The WIM system was installed in 2003 by Mettler Toledo, a multinational manufacturer of scales and analytical instruments, providing weighing instruments for various applications worldwide.

The WIM system is proprietary in nature. Mettler Toledo is the only certified provider of maintenance service for their WIM systems. They are the only source of necessary labor, materials, tooling, test equipment and facilities required to maintain their WIM systems to meet the accuracy and performance specifications. Use of non-Mettler Toledo components would have potential compatibility and operability issues, resulting in uncertainties in accuracy, reliability and performance. This condition would compromise the State Patrol mission of commercial vehicle weight enforcement.

3. Why it is more efficient to use sole source

Mettler Toledo is a single-source vendor that has a proven record for designing and implementing customized WIM pre-screening systems (hardware and software) to meet very specific requirements. They have an experienced field staff that will ensure their systems are properly repaired and maintained to be in good working order.

4. Why not another state agency

There is no Wisconsin state agency that has the staff capabilities, subject knowledge or physical proficiency to develop this type of system.