



January 30, 2014

To Whom It May Concern,

Please accept this letter as an official document from Polara Engineering, Inc.

Western Pacific Signal, LLC of San Leandro, California is the sole official Factory Authorized Distributor for Polara Engineering, Inc. for the State of California.

The corporate primary contact numbers and physical address are listed below:

Mr. Donald R. Shupp, Vice President & General Manager
Western Pacific Signal, LLC
15890 Foothill Blvd.
San Leandro, CA 94578

Tel 510-276-6400
Fax 510-397-0398

Email shupp@wpsignal.com
Website www.wpsignal.com

Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Lynn Mack". The signature is fluid and cursive.

Lynn Mack
Vice President of Sales
Polara Engineering, Inc.



CITY OF SAN LEANDRO

SOLE SOURCE JUSTIFICATION

Project Manager: Dean Hsiao

Date: 8/11/2014

Contractor/Consultant/Vendor: Western Pacific Signal, LLC

Project Number: 150-38-344 Contract Amount: \$ 110,674.62

Project Description: Installation of Polara Navigator Accessible Pedestrian System (APS) at 15 intersections.

Notice: Purchases of goods or contracting for services over \$5,000 without obtaining at least three (3) quotes is a violation of City policy unless justified on one or more of the bases below. The City's formal bidding process will normally apply to purchases over \$25,000.

Attach Requisition Form for Signature Approval

JUSTIFICATION FOR AWARD OF SOLE SOURCE CONTRACT

- Emergency PO request. Need for the service is of such an unusual and compelling urgency that the City of San Leandro would be seriously injured unless it is permitted to limit the number of sources from which it solicits bids or proposals. This justification is not met on the basis of a lack of planning.
- Staff solicited competitive bids and was unable to obtain three quotes from responsive vendors – Attach sheet with company names, contact names and phone numbers of vendors contacted
- The service/product is only available from a single source and there is no acceptable substitute
- The item is directly procured from the original manufacturer and that supplier is the only source for such item
- Only one vendor can meet the necessary delivery date of _____.
- Only one (1) Contractor/Consultant/Vendor who can provide unique/highly specialized item/ service
- Economy or efficiency supports award to existing contractor/consultant as a logical follow-on to work already in progress under a competitively awarded contract
- Cost to prepare for a competitive procurement exceeds the cost of the work or item
- The item is an integral repair part or accessory compatible with existing equipment
- The item or service is essential in maintaining research or operational continuity
- The item/service is one with which staff members who will use the item/service have specialized training and/or expertise and retraining would incur substantial cost in time and/or money

EXPLANATION:

Resolution 2012-016 establishes standard components for the City's traffic signal system to ensure compatibility.

REQUESTOR SIGNATURE