



State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division

Type 4
Sole Source or Sole Brand
Acquisition Signature on File
74

5-1.

Acquisition Type (check one): Sole Source Sole Brand

State Agency: Department of Corrections

Supplier Name: AutoClear LLC

Supplier Address: 2 Gardner Road, Fairfield, NJ 07004-2206

Supplier Telephone: 973-276-6000

Supplier E-mail: lindam@a-clear.com

I hereby affirm that pursuant to the provisions of the attached requisition or contract that (name of supplier) AutoClear LLC 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:

AutoClear is the sole provider for parts and service for the AutoClear 6040 (multi energy) package/baggage scanner.

Repair of JHCC Security X-ray Machine

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:

None. See attached letter.

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

Signature on File

Chief Administrative Officer Signature

Robert Patton

Chief Administrative Officer Name (PRINT)

5/7/15
Date

Additional Signatures for Requisitioning Agency, if necessary:

Signature on File

Michael Shelite, Acting Warden, Signature & Date

MAY 1, 2015

[Type Title] Signature & Date

**ESSEX TECH SERVICES
51 ROUTE 46 WEST
FAIRFIELD, NEW JERSEY 07004-2206**

March 13, 2015

Joseph Harp Correctional Center
PO Box 548
Lexington, OK 73051

To Whom It May Concern:

AutoClear is the sole manufacturer and provider of equipment and parts for the AutoClear security x-ray scanners and Checkgate Metal Detectors. Essex Tech Services is a subsidiary of AutoClear for service and installations. Essex Tech Services does the on-site service and installation. Essex Tech Service technicians are exclusively trained and certified to repair AutoClear security x-ray scanners. All parts are supplied to Essex Tech Services from AutoClear.

The Certificate of Liability is covered through our Service Company Essex Tech Services and our Workman's Comp policy is under our Corporate name of AutoClear.

If you need more information about this please do not hesitate to contact me at 973-276-6000 ext.210.

Thank you,

Signature on File

Mary Beaman
Maintenance Agreement Sales Manager
AutoClear / Essex Tech Services
973-276-6000 ext.210
Fax: 973-276-6166
maryb@a-clear.com



Purchase Order

Department of Corrections
 DEPARTMENT OF CORRECTIONS
 3400 MARTIN LUTHER KING AVE
 OKLAHOMA CITY OK 731360400

Supplier: 0000068569
 AUTOCLEAR LLC
 2 GARDNER RD
 FAIRFIELD NJ 07004-2206

CHANGE ORDER

Dispatch via Print

Purchase Order 1319060491	Date 02/18/2015	Revision 1 - 04/30/2015	Page 1
Payment Terms 0 Days	Freight Terms Free on board at Destination		Ship Via Common
Buyer Brian Shubin	Phone 405/425-2650		Currency USD

Ship To: DEPARTMENT OF CORRECTIONS
 JOSEPH HARP CORRECTIONAL CENTE
 16161 MOFFAT RD
 LEXINGTON OK 73051-0548

Bill To: DEPARTMENT OF CORRECTIONS
 JOSEPH HARP CORRECTIONAL CENTE
 PO BOX 548
 LEXINGTON OK 73051

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1	85161500 / 1000013662	SERVICE: Security Xray Equip Repair Services	1.0000	EA	6,959.0000	6,959.00	03/12/2015
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Quote to repair lines streaking on x-ray machine monitor.

1 - 2" Detector Board @ \$1,800.
 1 - 4" Detector Board @ \$2,200.
 800 miles @ \$0.48 = \$384.
 Labor 5 @ \$165. = \$825.
 Travel 10 @ \$165. = \$1,650.
 Meal 2 @ \$25. = \$50.
 1 Shipping @ \$50.

Repairs are under warranty for 90 days.
 PLEASE NOTE pricing is for REFURBISHED PARTS only.
 Pricing is contingent upon return of parts being replaced.

Total Price \$6,959.00

Total PO Amount

6,959.00

COMMENTS:

FY-15 One-Time Purchase

Vendor Contact:

AutoClear LLC ID#0000068569
 2 Gardner Rd
 Fairfield, NJ 07004-2206
 Contact: Linda McDonald
 Phone: 973-276-6000
 email: lindam@a-clear.com

Facility Contact: Deputy Warden Mike Shelite 405-527-5593 ext 3305
 Facility Billing Contact: Debbie Akerman 405-527-4806

Sole Source PO for repair of JHCC's Security x-ray machine

JUSTIFICATION:

- DEFINITION OF THE REQUIREMENT:** What are we buying?
 Service and repair to JHCC's Security x-ray machine.
- ANALYSIS OF EXISTING AGENCY RESOURCES:** Is this requirement available elsewhere in the agency?
 This is not available in the agency.
- OBJECTIVE OF THE ACQUISITION:** Why do we need to buy this?
 This must be done to continue safety and security.
- EVALUATION OF THE PROCUREMENT METHOD:** What procurement method will be used to acquire this?

Signature on File

Authorized Signature

Signature on File



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This is a Sole Source Acquisition.

5. DEVELOPMENT OF SPECIFICATIONS: If bidding, are specs non-restrictive to maximize reasonable competition? N/A

6. PERTINENT INFORMATION: List any other information needed to support the acquisition. N/A

7. LABOR: Describe any labor that will be involved with the acquisition including who will be doing the labor (i.e. installation, start up, inspection).

Vendor will be providing all labor to diagnosis and repair x-ray machine.

8. TOTAL PROJECT: If this acquisition is part of a project, what is the estimated total project amount? How much has been spent to date and thru what procurement method the money was spent (i.e. statewide contract, purchase order release or super p-card transaction; inter/intra-agency; open market bids; local purchase orders). N/A

Security. Contractor's employees, agents, and representatives shall comply with all security and identification procedures at DOC facilities. DOC is responsible for alerting Contractor to these requirements prior to the commencement of work.

Security requirements may include, but are not limited to:

Identification: All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.

Vehicle Security: Drivers must turn off vehicle motors and lock cab doors whenever their truck is unattended. Trucks shall be searched prior to entry and exit, causing up to a 30 minute delay each way.

Offender Contact: Contractor's employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to DOC facility security staff before leaving the site.

Subject to Search: All persons, vehicles, packages and equipment entering a DOC facility are subject to search. Persons are typically pat searched and required to clear metal detection devices.

Packages, briefcases, purses, etc., searched with x-ray equipment. Drug K-9 may also be used to search persons, vehicles, packages, and equipment.

Contraband: Contractor's employees, agents, and representatives shall not have any weapons (including jack knives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed by facility to be potential contraband. Correctional officers can hold these items for delivery drivers at the delivery sally-port and return them as the driver exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement.

Security Clearance: Contractor's employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check to ensure that they are not convicted felons. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At the facilities discretion, Contractor shall comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the individual has passed the background check if it is determined by facility that there is a security concern.

Tobacco Use Prohibited. The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of DOC, including parking lots owned or under the control of DOC.

13100 533120 07 1000 19530 6262700 15 13150

SERVICE JUSTIFICATION:

The State Official signing this requisition affirms any contract resulting from this request shall comply with the following:

A. No employee of the state agency is able and available to perform the

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Authorized Signature

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- services to be provided pursuant to the contract.
- B. The state agency shall receive, review and accept a detailed work plan from the supplier for performance pursuant to the contract if requested by the State Purchasing Director.
 - C. The state agency has developed, and fully intends to implement, a written plan providing for the assignment of specific state agency personnel to:
 - 1) Monitoring and auditing supplier performance,
 - 2) The periodic review of interim reports, or other indications of performance, and
 - 3) If requested by the State Purchasing Director, the ultimate utilization of the final product of the nonprofessional or professional services.
 - D. The work to be performed under the contract is necessary to the state agency's responsibilities, and there is statutory authority to enter into the contract.
 - E. The contract will not establish an employment relationship between the state or the state agency and any persons performing under the contract.
 - F. No current state employee will engage in the performance of the contract, unless specifically approved by the State Purchasing Director.
 - G. The purchase of the nonprofessional or professional services is justified, and
 - H. The contract contains provisions that are required by 74 O.S. Section 85.41.

NOTE:

This requisition for services, in accordance with 74 O.S. Section 85.4.E.1, must be signed by the Chief Administrative Officer of the State agency or the Chief Administrative Officer of the requisitioning unit.

Signature on File

Authorized Signature

Signature on File