



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

Sole Source or Sole Brand
Acquisition Certification
74 O.S. § 86.45j

Acquisition Type (check one): ^{Type 3} Sole Source Sole Brand

State Agency: Department of Corrections - 131

Supplier Name: Morse Watchmans

Supplier Address: 2 Morse Road, Oxford, CT 06478

Supplier Telephone: 203-264-4949

Supplier E-mail: morse@morsewatchman.com

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

The Morse Watchman Key Cabinet was established by the DOC Technology Committee as the standard brand to be utilized across all facilities for the purpose of providing a uniform system throughout the department. Currently all facilities throughout the agency, with the exception of one, has this brand of key cabinet, allowing for a uniform system that does not duplicate cost and time for maintenance, installation, and training. The existing computer software is only compatible with the Morse Watchman cabinet and would have to be replaced in order to install and utilize any other brand of cabinet.

Strict key control policies are critical to security in DOC facilities. Having one system/brand department wide provides a consistency in processes that strengthens security within the facilities.

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:

The brand was established by the DOC Technology Committee as the brand required to provide a uniform system agencywide. There are no authorized resellers that can provide this item to the State of Oklahoma.

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

Edward L. Evans
Chief Administrative Officer Name (PRINT)

1-27-14
Date

Additional Signatures for Requisitioning Agency, if necessary:

Signature on file

1/27/14
Signature & Date

[Type Title] Signature & Date

Warden



Purchase Order

Dispatch via Print

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

Purchase Order 1319057471	Date 01/21/2014	Revision	Page 1
Payment Terms 0 Days	Freight Terms Free on board at Destination	Ship Via Common	
Buyer Randy Pogue	Phone 405/425-2638	Currency USD	

Vendor: 0000068015
MORSE WATCHMANS INC
2 MORSE RD
OXFORD CT 06478-1040

Ship To: DEPARTMENT OF CORRECTIONS
MACK H. ALFORD CORRECTIONAL CE
1151 N HWY 69
STRINGTOWN OK 74569

Bill To: DEPARTMENT OF CORRECTIONS
MACK H. ALFORD CORRECTIONAL CE
PO BOX 220
STRINGTOWN OK 74569-0220

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

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	46171619 / 1000017718	CONTROL SYSTEMS: security or access	1.0000	EA	7,548.0000	7,548.00	01/22/2014

2-KW-8169 HAND GEOMETRY READER.....\$2,060.00 EA \$4,120.00
4-KW-8200 ETHERNET MODULES 510.00 EA\$2,040.00
4-KW-8201 BATTERY BACK-UP 145.00 EA \$ 580.00
1 KW-8199 HANDNET SOFTWARE FOR WINDOWS .. \$ 725.00
SHIPPING..(APPROX)..... \$ 83.00
GRAND TOTAL..... \$7,548.00

Total PO Amount 7,548.00

COMMENTS:
SOLE SOURCE PURCHASE

JUSTIFICATION:

- Definition of the requirement: What are we buying?
KEY WATCH SECURITY SYSTEM GEOMETRY READER
- Analysis of existing agency resources: Is this requirement available elsewhere in the agency?
NOT AVAILABLE ELSEWHERE IN THE AGENCY
- Objective of the acquisition: Why do we need to buy this?
THIS IS REQUIRED TO ENFORCE STRICT KEY CONTROL POLICIES WHICH ARE CRITICAL TO SECURITY OF THE FACILITY.
- Evaluation of the procurement method: What procurement method will be used to acquire this?
SOLE SOURCE
- Development of specifications: If bidding, are specifications non-restrictive to maximize reasonable competition?
N/A
- Pertinent information: List any other information needed to support the acquisition.
N/A
- Labor: Describe any labor that will be involved with the acquisition including who will be doing the labor (i.e. installation, start up, inspection).
MACC MAINTENCE AND KEY CONTROL PERSONNEL WILL INSTALL
- 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 order).
THIS IS TOTAL PROJECT

FUNDING ALLOCATION:
131 / 541220 / 1000 / 19430 / 6262100 / 14

FACILITY NAME: MACK ALFORD CORRECTIONAL CENTER
FACILITY CONTACT: LAWANDA MOORE (580)346-7301 EXT 207

VENDOR CONTACT: Russell Martinsen, tel: 203-264-4949 ext 531

NOTICE TO VENDORS:

Authorized Signature
Signature on file



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F.O.B. Destination. Bid price shall include all deliveries F.O.B. Destination. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. Contractors shall be responsible for filing, processing, and collecting all damage claims.

TERMINATION FOR CAUSE: The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from DOC. The State may terminate the Contract for default or any other just cause upon a 30- day written notification to the supplier. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when DOC determines that an administrative error occurred prior to Contract performance. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

TERMINATION FOR CONVENIENCE: The State may terminate the Contract, in whole or in part, for convenience if DOC determines that termination is in the State's best interest. The agency shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the agency. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

FUNDING: Due to possible future reductions in State and/or Federal appropriations, the Department cannot guarantee the continued availability of funding for this contract. In the event funds to finance this contract become unavailable, either in full or in part, due to such reductions in appropriations, the Department may terminate or reduce the contract in consideration and upon notice in writing to the Vendor. The Department shall be the final authority as to the availability of funds. In the event of non-appropriation or discontinuance of funding for this contract, the Vendor will be paid for products and/or services provided up to the effective date of termination.

SECURITY. Contractors 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: Contractors 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

Authorized Signature
Signature on file



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search persons, vehicles, packages, and equipment.

Contraband: Contractors 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: Contractors 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.

Authorized Signature
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