


Memorandum  
from  
Public Works Administration/Construction & Design  
**Facilities Management**

Date: August 17, 2007

To: Janet Sheehan  
Purchasing

From:   
Rich Beck  
Director

**SUBJECT: Waiver to Sole Source**

We are requesting an open ended waiver not to exceed \$100,000 annually to Sole Source software product upgrades, application maintenance, training and related professional services to Shipcom Wireless, Inc. for the record tracking software currently used at the Records Center. Attached is a memo from them stating that they are the sole manufacturer and distributor of the above items. Also attached is the justification form.

Bob Franceshini has already sent out a request for interest.

Thanking you in advance.

Cc: Bob Franceshini, Purchasing  
Jan Cook, Facilities  
Peter Cloutier, Fiscal

Attachments