

**Memorandum**

**City of Lawrence**

**Police Department**

**To: David Corliss, City Manager**

**From: Tarik Khatib, Interim-Chief of Police**

**Cc: Diane Stoddard, Assit. City Manager; Cynthia Wagner, Asst. City Manager**

**Date: November 18, 2010**

Please consider the following Grant Funds purchase request:

**Description:** Purchase of Sokkia Total Station

The Lawrence Police Department's Sokkia Total Station has become problematic and unreliable and requires replacement. This request is for the purchase of one Sokkia Total Station from the sole quoting vendor, CSI Mapping, Stillwell, Kansas at a total cost of \$ 27,199.65

**Details:** The Sokkia Total Station is the crucial tool utilized when performing mapping and precision scene reconstruction of serious injury and fatality accidents. The device is also utilized for mapping and scene reconstruction of certain felony investigations including, but not limited to homicide scenes.

**Funding:** This purchase request asks for the utilization of Edward Byrne Justice Assistance Grant. This federal grant fund has already been allocated in order to purchase equipment that aids public safety.

**Action Request:** Police Department staff requests approval from the City Manager to authorize the purchase of The Sokkia Total Station from CSI Mapping, Stillwell, Kansas at a total cost of \$27,199.65

MEMORANDUM  
November 18, 2010

To: Chief Tarik Khatib

From: Sergeant Ted J. Bordman

Ref: Sokkia Total Station Purchase

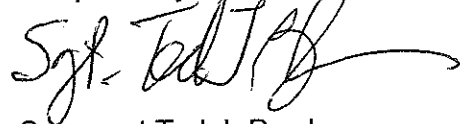
The Lawrence Police Department Traffic Unit is in dire need of a new Sokkia Total Station. The present Sokkia Total Station is unreliable, and has been problematic for the officers during the most recent TSU investigations. The device is absolutely necessary for mapping scene reconstruction of serious injury and fatality accidents. Moreover, The TSU has assisted in mapping scene reconstructions in other felony investigations including, but not limited to homicide scenes.

Per city purchasing policies, "Request for Proposals" were sent to four vendors listed on the Sokkia Website as being located within 100 miles of Lawrence, Kansas. The RFP's were due on November 16<sup>th</sup>, 2010. The Finance Department received no responses. We are advised that we may now, under our policies, accept a single quote.

CSI Mapping of Stillwell, Kansas has provided a quote for the equipment listed in the RFP specification list with a total price of \$ 27,199.65. Replacement funding is available in The Edward Byrne Justice Assistance Grant Fund. This is a joint grant in excess of \$70,000.00 to be divided equally between the Lawrence Police Department and the Douglas County Sheriff's Department. (Line Item 611-2-2160-6005) This device meets the specifications set forth in the in the grant.

We are prepared to submit a purchase order request should this request be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sgt. Ted J. Bordman", with a long horizontal flourish extending to the right.

Sergeant Ted J. Bordman  
Operations Bureau

# MEMORANDUM

November 18, 2010

To: Tarik Khatib, Interim Chief of Police  
Captain Stephen Zarnowiec

From: Officer James Welsh

Ref: Sokkia Total Station Purchase

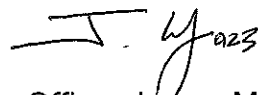
The purpose of this memorandum is to provide a status update on the sealed bid process for the purchase of a Sokkia Total Station. On November 5, 2010, the Finance Department mailed "Request for Proposals" (RFP) to four vendors listed on the Sokkia website as being located within 100 miles of Lawrence. In addition to the mailings, the Finance Department also published the RFP request on Demand Star and in the Lawrence Journal-World. The RFP's were due on November 16, 2010, but the Finance Department did not receive any responses.

CSI Mapping of Stilwell, KS has provided a quote for the equipment listed in the RFP specification list, with a total price of \$27,199.65. Alan Landis, Purchasing Specialist in the Finance Department, advised that since we did not receive any RFP responses, it is now possible to request the purchase of this item, thru the City Commission, with only one quote. I have attached the quote provided by CSI Mapping.

I respectfully request this information be forwarded to the City Manager's office for inclusion on a future City Commission meeting agenda for purchase consideration.

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Welsh", with a stylized flourish at the end.

Officer James M. Welsh  
Traffic Safety Unit