

**City of Grand Forks  
Staff Report**

APPROVED & ACCEPTED  
by City Council

12/05/2016

Candice Stjern  
Acting City Auditor

**Committee of the Whole November 28<sup>th</sup>, 2016  
City Council December 5<sup>th</sup>, 2016**

**Agenda Item:** GFPD Grant Funded Sole-Source Purchase Request

**Submitted by:** Police Department, Lt. Derik Zimmer – Office of Professional Standards

**Staff Recommended Action:** Approve Sole-Source Purchase

**Committee Recommended Action:** Refer to City Council with the recommendation to approve.

**Council Action:**

**BACKGROUND:**

Under the FY16 State Homeland Security Grant Program, the Grand Forks Police Department was awarded \$12,000 to purchase two (2) ICOR Technology Command Post Video Transmitters. We are requesting approval to sole-source the purchase.

**ANALYSIS AND FINDINGS OF FACT:**

The Grand Forks Police Department was awarded funding in FY16 under the State Homeland Security Grant Program, administered by the ND Department of Emergency Services and the Division of Homeland Security.

Included within the proposed equipment upgrades approved within the grant budget was \$12,000 for two (2) ICOR Technology Command Post Video Transmitters. These transmitters enhance the response capabilities of our two ICOR bomb robots; the ICOR MK3, and the ICOR Mini CALIBER. ICOR Technology is the sole designer, manufacturer and distributor of these robots, including upgrades, options, and accessories that rely upon hardware or software compatibility.

ND Department of Emergency Services and the Division of Homeland Security have approved this as a sole-source purchase to upgrade robots originally procured through Homeland Security grant funding.

There are no other similar products available that would provide similar capabilities and would have software and hardware compatibility with our ICOR robots. As such, we are requesting approval to make this sole-source purchase, as approved by grant administrators.

**SUPPORT MATERIALS:**

Notice of Grant Award: Federal Award Number: EMW-2016-SS-00077

Item requested detailed on page 4; Item Number 04HW-01-INHW

ICOR Technology Sole-Source Letter

ICOR Technology Quote #QUO-03087-Y0C6-1

DES Sole-Source Approval via E-mail dated 11/08/2016

North Dakota Department of Emergency Services Division of Homeland Security PO Box 5511 Bismarck, ND 58506-5511 <b>NOTICE OF GRANT AWARD</b>	<b>ND DHS Director:</b> Greg M. Wilz PO Box 5511 Bismarck, ND 58506-5511 <b>Recipient Contact Name:</b> Debbie LaCombe Telephone: 328-8100
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<b>Title of Grant Program:</b> FY 16 State Homeland Security Grant Program	
<b>Federal Award Identification Number:</b> EMW-2016-SS-00077	<b>Federal Award Date:</b> September 14, 2016
<b>Federal Awarding Agency:</b> U.S. Department of Homeland Security	
<b>CFDA No.</b> 97.067 Homeland Security Grant Program	<b>Federal Award to NDDDES:</b> \$3,734,500.00

<b>Subrecipient Name and Address:</b> Grand Forks Police Department 122 South 5th St Grand Forks, ND 58201 <b>Subrecipient Contact Name:</b> Lt. Derik Zimmel Telephone: 7017878184 Subrecipient DUNS Number: 071347249	<b>Grant Number</b> 5	<b>County/Tribe</b> Grand Forks	<b>DES Grant Code:</b> A0457-001-2016-RQ
	<b>Performance Period</b> From: 10/1/2016		Through: 8/31/2018

<b>Financial Information</b> Amount of Financial Assistance	<b>Grant Amount</b> \$119,300.00	<b>Subrecipient Cost Share</b>	<b>Total Project Cost</b> \$119,300.00
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All Grant Award payments are processed upon receipt of expenditure reports unless otherwise specified in Special Conditions.

**Scope of Service:** The intent of NDDDES in providing this award is to enhance the capability of the subrecipient to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events in accordance with the Guidance for this grant program and in accordance with the subrecipient's application. This award is limited to the attached approved budget.

**Reporting Requirements:** Project Status Reports on project must be submitted to NDDDES on a quarterly basis. This report form can be found on our website at <http://www.nd.gov/des/forms/>. Reports are due January 15, April 15, July 15 and October 15 for the life of the grant. A final report is due with the final reimbursement request.

**Special Conditions:** The above grant project is approved subject to the special conditions or limitations as indicated on the attached page.

This award is subject to the terms and conditions incorporated either directly or by reference in the following:

- 1) Fiscal Requirement and Other Program Rules, Regulations, Laws, and Policies for Federal Programs which can be found at <http://www.nd.gov/des/uploads/resources/880/fiscal-and-program-policy---ndddes.pdf>.
- 2) Applicable Federal and State laws and regulations
- 3) The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Federal/State Notice of Funding Opportunity for this grant program.

This contract is not effective until fully executed by both parties. By signing below you are accepting the terms and conditions of the award. Please make sure you read and understand these documents before signing. Maintain a copy of these documents in your official file for this award.

Evidence of Subrecipient's Acceptance		Evidence of DES Approval	
Signature <i>Mark A. Nelson</i>	Date 10-06-2016	Signature <i>Greg M. Wilz</i>	Date: 10/4/2016
Typed Name and Title of Authorized Representative Mark A. Nelson Police chief		Typed Name and Title of Authorized Representative Greg M. Wilz Director	

*SPECIAL CONDITIONS*

1. No Federal funds will be disbursed to the sub-recipient until a signed grant award document has been signed and submitted to ND DES.
2. This award document constitutes the operative document obligating and reserving the Federal funds for use by the sub-recipient in execution of the award. The sub-recipient should affirm its timely utilization of the award by signing the award document within 10 days from the date of the award.
3. The sub-recipient will follow their approved budget detail worksheet and will obtain written approval for any budget revisions.
4. The sub-recipient shall be reimbursed only upon receipt of a completed Financial Reimbursement Request Detail (SFN 54-169) dated 5-2009 with supporting documentation (i.e. invoices and proof of payment) for the allowable equipment, training and exercise items as detailed on the approved budget included with the Notice of Grant Award.
5. Any deviation of the Scope of Service and expenditure of funds on items not on the approved budget without prior NDDDES approval will result in grant funds requested being denied.
6. Sub-recipient is required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200.

# FY 2016 State Homeland Security Program Budget Report

**Applicant ID    Applicant**

***A0457    Grand Forks Police Department***

**Category ID    Category Description**  
*01            Personal Protective Equipment*

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
01AR-06-REUS	Respirator, Particulate, Reusable	30	\$1,040.00	\$31,200.00	\$0.00	\$31,200.00

**Item Notes:** Must be certified by NIOSH 42 CFR 84, have a tight-fitting elastomeric facepiece capable of being decontaminated and reused, and particulate filtration media (cartridges, canisters) certified by NIOSH as: N95, N99, N100, R95, R99, R100, P95, P99, or P100.

**Category ID    Category Description**  
*03            CBRNE Operational and Search and Rescue Equipment*

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
03OE-03-SIGN	Signs	3	\$3,000.00	\$9,000.00	\$0.00	\$9,000.00

**Item Notes:** N/A

**Category ID    Category Description**  
*04            Information Technology Equipment*

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
04AP-05-CDSS	Systems and Tools, ICS	1	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00

**Item Notes:** N/A

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
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<b>Applicant ID</b>	<b>Applicant</b>					
04HW-01-INHW	Hardware, Computer, Integrated	2	\$6,000.00	\$12,000.00	\$0.00	\$12,000.00

**Item Notes:** Only hardware procured as part of the approved system is allowable.

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
04MD-01-VCAM	Camera, Video	4	\$10,625.00	\$42,500.00	\$0.00	\$42,500.00

**Item Notes:** EHP Approval Required.

**Category ID**    **Category Description**  
**09**                    **Medical Equipment**

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
09MS-01-SCRN	Screen, Privacy	8	\$300.00	\$2,400.00	\$0.00	\$2,400.00

**Item Notes:** Allowable only to supplement normal stores, in order to provide the surge capacity necessary for CBRNE terrorism response. NOT intended for routine use.

**Category ID**    **Category Description**  
**15**                    **Inspection and Screening Systems**

<b>Item Number</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>Payment</b>	<b>Balance</b>
15IN-00-XRAY	System, Mobile Search & Inspection; X-Ray	2	\$3,600.00	\$7,200.00	\$0.00	\$7,200.00

**Item Notes:** EHP Approval Required.

	<b>Total Budget</b>	<b>Total Payment</b>	<b>Balance</b>
<b>Totals</b>	<b>\$119,300.00</b>	<b>\$0.00</b>	<b>\$119,300.00</b>



Det. Todd Riedinger  
Grand Forks Police Department  
122 S. 5th St.  
Grand Forks, ND 58201

October 20, 2016

RE: Sole Source for CALIBER® Options, Upgrades, and Accessories

Dear Det. Riedinger,

Please accept this letter confirming that ICOR Technology Inc., located at 935 Ages Drive, Ottawa, Ontario K1J 9M3 CANADA, is the sole designer, manufacturer and North American distributor of the CALIBER® Robot and its upgrades, options, and accessories including, but not limited to, the CALIBER® Command Post Video Transmitter (P/N: CAL-CPV)

As the sole designer, manufacturer and North American distributor of the CALIBER® Robot and its upgrades, options, and accessories, ICOR Technology Inc. is the only qualified and responsible vendor providing after-sales sales and service for the CALIBER® Robot, including but not limited to sales of upgrades and accessories.

Thank you for your time, and should you have any questions regarding this letter, please feel free to contact us via phone at: (613) 745-3600 or email: [sales@icortechnology.com](mailto:sales@icortechnology.com)

Sincerely

Digitally signed by Thongchanh J  
Vongdouangchanh  
DN: c=US, ou=ICOR Technology Inc,  
ou=CRM, ou=Sales and Marketing,  
ou=Thongchanh J Vongdouangchanh,  
o=QualMeetsCBC 25000/049410,  
Date: 2016.10.20 17:07:20 -0400

Jack Vongdouangchanh  
Commercial Manager  
ICOR Technology Inc.



935 Ages Drive  
Ottawa, ON K1G 6L3  
CANADA

P: 613.745.3600  
F: 613.745.3590  
TF: 877.483.7978

www.icortechnology.com  
sales@icortechnology.com

# QUOTE

To Todd Riedinger  
Grand Forks Police Department (ND)  
122 S 5th St  
Grand Forks, ND 58201

Tel: 701-787-8000  
Fax:  
Mobile: 701-741-1042  
Email: TRiedinger@grandforksgov.com

QUOTE NO.: QUO-03087-Y0C6-1  
DATE: 10/7/2016  
EXPIRATION DATE: 1/7/2017  
  
CURRENCY: USD  
SHIPPING METHOD: Ground  
SHIPPING TERMS: FOB-DESTINATION  
DELIVERY DATE: 8 - 10 weeks APO  
PAYMENT TERMS: Net 30

QTY	P/N	DESCRIPTION	\$/UNIT	LINE TOTAL
2	CAL-CPV	Command Post Video Transmitter Transmit video images from the robot Command and Control Unit (CCU) to the Incident Command Post using the Command Post Video Transmitter. System allows images to be transmitted up to four iOS enabled devices (iPhone, ipad). Includes, one HD transmitter, one Mini-iPad, router, antennas, battery, chargers and backpack. Approximately 3 hour run time.	\$5,950.00	\$11,900.00
1	S&H	SHIPPING AND HANDLING	\$100.00	\$100.00
			<b>TOTAL</b>	<b>\$12,000.00</b>

This is a quotation on the goods named, subject to the conditions noted below:

Unless otherwise provided: This quote is in US Dollars; shipping terms are EX WORKS for domestic and international shipments; all prices are exclusive of shipping costs, insurance, custom clearance and any applicable Taxes of any kind; all price quotations are valid for 90 days. Published list prices are subject to change without notice. Due to a policy of continuous product improvement, ICOR reserves the right to change specifications and appearance without notice. Please reference the invoice number on your cheque and remit to ICOR Technology Inc. 935 Ages Drive, Ottawa, Ontario K1G 6L3 Canada. The CALIBER® Robot (including the MK3, T5, Mini, and MK4) contains up to 35% US-source materials and are ITAR export license free and not subject to AECA or EAR regulations.

**Some or all of the quoted items are eligible for purchase through GSA's Cooperative Purchasing Program and 1122 Program for State and Local Law Enforcement. Please consult with your purchasing department to determine the optimal purchasing vehicle and notify your ICOR Sales Representative to make any changes necessary. ICOR's GSA Contract Number is: GS-07F-043V**

To accept this quotation, sign here and return:

Signature

Date

## Zimmel, Derik

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**From:** Rice, G. Dave <drice@nd.gov>  
**Sent:** Tuesday, November 08, 2016 3:13 PM  
**To:** Zimmel, Derik  
**Subject:** RE: A0457-001-2016-RQ

Derik,

You are good to go with the ICOR transmitter.

Print this email and attach to your file.

Dave Rice

**From:** Zimmel, Derik [<mailto:DZimmel@grandforksgov.com>]  
**Sent:** Tuesday, November 08, 2016 8:06 AM  
**To:** Rice, G. Dave <drice@nd.gov>  
**Subject:** RE: A0457-001-2016-RQ

**This email is from an external source.  
Please exercise caution when opening attachments and links.**

Dave;

Good morning! There are two separate robots that we are looking to upgrade. Both were purchased with DES grant funding. I believe the first, the ICOR MK3, was purchased under the FY07 (or FY08, but I believe it was FY07) Supplemental Grant, so purchased in 2009/10. We have purchased upgrades to this robot over the years under SHSP grants. The second, the Mini Caliber, was definitely purchased under the FY14 SHSP grant.

Hope that helps?

Lt. Derik J. Zimmel  
Office of Professional Standards  
Grand Forks Police Department  
Office: 701-787-8184  
Cell: 701-740-0763  
[dzimmel@grandforksgov.com](mailto:dzimmel@grandforksgov.com)

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**From:** Rice, G. Dave [<mailto:drice@nd.gov>]  
**Sent:** Monday, November 07, 2016 3:15 PM  
**To:** Zimmel, Derik  
**Subject:** RE: A0457-001-2016-RQ

Derik,

Was this robot purchased with Homeland Security funding? I believe it may have been 2011 funding but I have to verify. If it was then this must be an upgrade to that robot.

Please confirm for me.

Dave Rice

**From:** Zimmel, Derik [<mailto:DZimmel@grandforksgov.com>]  
**Sent:** Monday, October 24, 2016 9:31 AM  
**To:** Rice, G. Dave <[drice@nd.gov](mailto:drice@nd.gov)>  
**Subject:** Re: A0457-001-2016-RQ

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We won't do anything until we hear. Thanks!

Derik

Sent from my iPhone

On Oct 24, 2016, at 9:10 AM, Rice, G. Dave <[drice@nd.gov](mailto:drice@nd.gov)> wrote:

Derik,

I will pass it up the chain to our Grants Chief, don't proceed until we hear back.

Dave Rice

**From:** Zimmel, Derik [<mailto:DZimmel@grandforksgov.com>]  
**Sent:** Friday, October 21, 2016 1:50 PM  
**To:** Rice, G. Dave <[drice@nd.gov](mailto:drice@nd.gov)>  
**Subject:** A0457-001-2016-RQ

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Dave;

Regarding that transmitter question that is pending.... I did receive clarification from the

company. Please see attached. We may need to request permission to make this purchase sole-source out of necessity, unless you see an alternative?

Thanks!

Lt. Derik J. Zimmer  
Office of Professional Standards  
Grand Forks Police Department  
Office: 701-787-8184  
Cell: 701-740-0763  
[dzimmer@grandforksgov.com](mailto:dzimmer@grandforksgov.com)

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