

SOLE SOURCE PURCHASE JUSTIFICATION

Submit this Form to the Purchasing Division for Approval Prior to Placing an Order

Date: 06/27/2016 Department: Public Works Requested By: David Lohe

Vendor Contacted & Address: SCS Engineers
7311 W 130th Street, Suite 100
Overland Park, KS 66213
 Phone Number: 913-681-0030

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need (attach separate sheet/memo if needed):

Public Works requires on-call engineering services for the Resource Recovery Park to meet MDNR regulatory obligations. SCS has special/specific knowledge of the HES contract and the City's role within the contract. SCS has historical data and design work available from the last 12 years. SCS staff has not changed, so the same institutional knowledge is available. SCS has done a considerable amount of work on landfill closure that will be preserved as we work through the closure phase in the next couple of years. Further, SCS was the only firm to submit qualifications for the previous RFQ.

Estimated Annual Cost: \$69,789.00

Was the request budgeted? Yes

Term of this sole source is: 7/1/2016 Through 6/30/2017

Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source? Yes No

Other Contacts

Their Responses:

Name: <u>N/A</u> Address: _____ Phone #: _____	
Name: _____ Address: _____ Phone #: _____	

Was the manufacturer contacted for other distributors? Yes No

Please explain:

I concur with the above explanations and approve this request:

Dena E. Myga 6/30/16
 Department Director Date:

Ben Calu 6/30/16
 Purchasing Manager Date: City Manager Date:

 City Clerk as approved by Council Date: Park Administrator Date:

APPROVALS REQUIRED:

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):	
\$ 1,000 - \$ 9,999	Department Director & Purchasing Manager Approval
\$ 10,000 - \$ 19,999	Department Director, Purchasing Manager & City Manager Approval
\$ 20,000 & Above	Department Director, Purchasing Manager, City Manager & City Council Approval
APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:	
\$ 1,000 - \$ 9,999	Parks Administrator & Purchasing Manager Approval
\$ 10,000 - \$ 19,999	Purchasing Manager & Parks Administrator
\$ 20,000 & Above	Purchasing Manager, Parks Administrator & Park Board Approval