



# Sole Source Request

## LEE'S SUMMIT MISSOURI

**Directions:** Complete the request, attach supporting documentation, sign, and submit to the Procurement and Contract Services Manager for consideration. The information provided should be sufficient to withstand challenges from other vendors, their representatives, City staff and members of the public. The use of brand name descriptions and standardization is the least preferred type of justification. ONLY TYPED FORMS WILL BE ACCEPTED

**Definition:** A procurement decision whereby purchases are directed to one source because of standardization, warranty, unique knowledge, significant cost savings, proprietary product, or restricted distribution, even though competitive sources may be available. Issuing a solicitation for goods and or services is not necessary when the Procurement and Contract Services Manager determines and documents the fact that a sole source vendor for the good or service requested is in the best interest of the City.

**IMPORTANT:** Time constraints may not be considered a factor if the requester has not sought competitive bids or proposals in a timely manner.

<b>Requesting Department/Division:</b>	Police
<b>Requestor Name and Phone:</b>	Major Mark Liebig
<b>Good/Service to be purchased:</b>	Removal and installation of emergency vehicle equipment
<b>Sole Source Request</b>	<p>This sole source request is necessary because (Check all that apply):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Goods or Services are proprietary and only available from the manufacturer or a single distributor, or service provider (<i>attach sole source letter from manufacturer</i>)</li> <li><input checked="" type="checkbox"/> Based on past procurement experience, it is determined that only one (1) distributor services the region in which the good or service is needed</li> <li><input type="checkbox"/> Goods or services are available at a discount from a single distributor for a limited period of time</li> <li><input checked="" type="checkbox"/> Vendor has significant previous or specialized knowledge on a proposed project that would result in significant monetary and/or time savings in completion of the project.</li> <li><input type="checkbox"/> Maintain uniformity and consistency in an area (e.g. decorative light pole, bench, or other infrastructure), a good must be purchased from a single distributor</li> <li><input type="checkbox"/> Required by Granting Organization (Grant Requirement)</li> <li><input type="checkbox"/> Maintenance/Repair required to maintain manufacturer's Warranty</li> <li><input type="checkbox"/> Interchangeability with existing equipment</li> <li><input type="checkbox"/> Standardized product – provide copy of approved Standardization request</li> <li><input type="checkbox"/> Other – provide detailed justification</li> </ul>
<b>Supporting Documentation/Information – Attach additional pages as needed</b>	
1. State the need for the purchase of the good or service:	The Lee's Summit Police Department replaces vehicles each year after they have reached their designated time as determined by the Fleet Manager. This replacement requires removal of equipment from the outgoing vehicle and installation of the same equipment, or new equipment, into the replacement vehicle.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	This process is highly technical and detailed work due to the large amount of electronic equipment involved. Over the past few years, the department has searched for a single vendor to be able to conduct this entire operation. Ka-Comm was located in 2021 by the department and it was determined that they are the only local vendor that can meet all these needs. Ka-Comm is the only vendor in the metro to be a certified Watchguard repair and installation location. Watchguard is the in-car video and body camera system used by the department. KaComm is also the only local certified Stalker radar vender. Both these systems are used in the majority of the department fleet and due to this, a sole source approval is needed.
3. Describe any other facts that support the request (if any):	



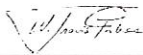
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**LEE'S SUMMIT**  
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4. Were other Vendors contacted? List names of vendors.	Two other vendors have been used in the past. LE Upfitters has closed and is no longer in business. 911 Custom was used but had very poor workmanship with many returned vehicles for repairs. Neither of these vendors were certified in Watchguard installation which resulted in numerous issues.
5. Anticipated Annual Spend:	\$70,000
6. Requested length of time the sole source is needed:	What is the requested length of time requested for the sole source? (Check the one that applies) <input type="checkbox"/> One-time purchase <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> Until the good or service is replaced or no longer needed by the Requesting Department
7. Vendor's Information Name, Contact, Address, Email, and Phone	KA-Comm, Inc 1201 W. Old 56 Hwy Olathe, KS 66061 913-764-7314

**Statement of Need and Certification:** The sole source request is based upon an objective review of the good/service and market availability, and appears to be in the best interest of the City. I know of no conflict of interest on my part. No gratuities, favors or compromising actions have taken place. I hereby certify that this justification is accurate and complete to the best of my knowledge and belief.

Travis Forbes  
Director/Chief Name

  
Director/Chief Signature

12/28/22  
Date

-----DO NOT WRITE BELOW THIS LINE-----

**Request Declined:** The request for a sole source purchase is declined for the following reason(s):

Request may be submitted for consideration once the needed additional information is provided.

Procurement & Contract Services Manager Signature : \_\_\_\_\_ Date \_\_\_\_\_ *Request Declined*

**Sole Source Request Approval:** Based on the information provided the sole source request is approved.

The request is good for (time period): \_\_\_\_\_

Goods – proceed with processing of a requisition. Services – a services agreement may need to be negotiated between the Vendor and City before proceeding with the processing of a requisition.

  
Procurement & Contract Services Manager

12-28-22  
Date

  
City Manager

12/28/22  
Date

\_\_\_\_\_  
Park Administrator

\_\_\_\_\_  
Date

Original to File in Procurement

Copy returned to Requestor

**APPROVALS REQUIRED – Based on One-time or Annual Anticipated Spend**

\$5,000 - \$19,999.99	Department Director, Procurement and Contract Services Manager Approval
\$20,000 - \$74,999.99	Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator Approval
\$75,000 and above	Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator, and Council/Park Board Approval