



Sole Source Request

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

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.

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| Requesting Department/Division: | Water Utilities |
| Requestor Name and Phone: | Jeff Thorn , 816-820-9920 |
| Good/Service to be purchased: | Metal Building Components |
| Sole Source Request | <p>This sole source request is necessary because (Check all that apply):</p> <ul style="list-style-type: none"><input 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>)<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<input type="checkbox"/> Goods or services are available at a discount from a single distributor for a limited period of time<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.<input checked="" 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<input type="checkbox"/> Required by Granting Organization (Grant Requirement)<input type="checkbox"/> Maintenance/Repair required to maintain manufacturer's Warranty<input type="checkbox"/> Interchangeability with existing equipment<input type="checkbox"/> Standardized product – provide copy of approved Standardization request<input type="checkbox"/> Other – provide detailed justification |
| Supporting Documentation/Information – Attach additional pages as needed | |
| 1. State the need for the purchase of the good or service: | We are expanding the covered parking and covering more of our stored materials |
| 2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above: | The existing structure was designed and installed by Mar Buildings in Lee's Summit, they are the local representative of Butler Buildings. Butler did custom colors for us on this building and it is their structural design which is being tied to. |
| 3. Describe any other facts that support the request (if any): | |
| 3. Were other Vendors contacted? List names of vendors. | We tried to work through Blue Scope but in the end, they were going to be subbing to Mar for the work. |
| 4. Anticipated Annual Spend: | |
| 5. Requested length of time the sole source is needed: | <p>What is the requested length of time requested for the sole source? (Check the one that applies)</p> <p><input checked="" type="checkbox"/> One-time purchase <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Until the good or service is replaced or no longer needed by the Requesting Department</p> |
| 6. Vendor's Information Name, Contact, Address, Email, and Phone | <p>Mar Building Solutions</p> <p>1445 SE Broadway Drive</p> <p>Lee's Summit, Mo 64081</p> |



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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.

Director/Chief Name

Director/Chief Signature

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

Date

City Manager

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

Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator, and Council/Park Board Approval