

SOLE SOURCE PURCHASE JUSTIFICATION FORM

**SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER
DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE
SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM**

Date: 06/29/2017 Department: Police Requested By: Major Curt Mansell

Vendor Contacted & Address: The Trane Company
8014 Flint St.
Lenexa, KS 66214
 Phone Number: 913 307 3623

Comprehensive maintenance and repair of multiple HVAC systems at the Police and Court Facility
 The police dept has current license of the proprietary software that allows both Trane technicians and police personel to monitor and acces the system. Trane updates the software regularly and trains police staff on it's use. The building is equipped with Trane equipment. Trane Tech's have factory direct access for tech support and parts. Emergency on call service for 24/7 operations. Have provided high quality and Prompt service as a sole source provider since 2003.

Estimated Annual Cost: _____ Was the request budgeted? X Yes No

Term of this sole source is: July 2017 through _____


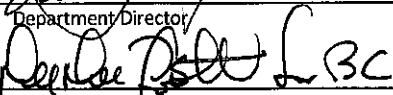
Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source? Yes No

Other Contacts	Their Responses:
Name: _____	_____
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:

	<u>6-29-17</u>	_____	_____
Department Director	Date	City Manager	Date
	<u>6-30-17</u>	_____	_____
Procurement and Contract Services Manager	Date	Park Administrator	Date

City Clerk as approved by Council _____ Date _____

APPROVALS REQUIRED:

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