

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: October 29, 2020 Department: Public Works Requested By: George Binger

Vendor Contacted & Address: Allgeier, Martin and Associates
7231 East 24th Street
Joplin, MO 64804
 Phone Number: (417) 680-7200

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):

See attached memo

Estimated Annual Cost: Total Estimated Fee is \$310,000 Was the request budgeted? Yes No

Term of this sole source is: November 2020 through December 2024

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:

There are no other engineering firms that possess the unique knowledge about the stream.

I concur with the above explanations and approve this request:

 12/12/20 _____ _____
 Department Director Date City Manager Date

 12/16/2020 _____ _____
 Procurement and Contract Services Manager (CPO) Date

 City Clerk as approved by Council Date

APPROVALS REQUIRED:

| APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION): | |
|---|---|
| \$.01 - \$ 9,999.99 | Department Director, Procurement and Contract Services Manager (CPO) Approval |
| \$ 10,000 - \$ 49,999.99 | Department Director, Procurement and Contract Services Manager (CPO) Approval, City Manager Approval |
| \$ 50,000 & Above | Department Director, Procurement and Contract Services Manager Approval (CPO), City Manager & City Council Approval |
| APPROVALS REQUIRED FOR PARKS & RECREATION ONLY: | |
| \$.01 - \$ 9,999.99 | Parks Administrator & Procurement and Contract Services Manager (CPO) Approval |
| \$ 10,000 - \$ 49,999.99 | Parks Administrator, Procurement and Contract Services Manager (CPO) Approval |
| \$ 50,000 & Above | Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval |