

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 1, 2019 Department: Fire Requested By: Brian Austerman

Vendor Contacted & Address: 1st Due Emergency Response Solutions, LLC
1728 7000 Road
Bartlett, Kansas 67332
 Phone Number: 800-382-6703

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): The Fire Department currently uses firefighting protective gear, including structural, wildland, and extrication gear, which is manufactured by Fire-Dex, LLC. Fire-Dex gear was selected through a demonstration, testing and evaluation process in 2017. In 2018 the gear was purchased using the HGAC Cooperative contract. The vendor is offering a better discount, approximately \$8,000.00 on the current request, compared to the co-op pricing. This price is only good through this dealer and until the new model price increases take effect in the fall of 2019. The request is being made base on 8.3 Sole Source c. supplies or services are available at a discount from a single distributor for a limited period of time

Estimated Annual Cost: \$100,100.00 Was the request budgeted? Yes No

Term of this sole source is: September 1, 2019 through March 1, 2020

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:

A letter was received from Fire-Dex stating 1st Due Emergency Response Solutions, LLC is the premier dealer for Kansas and Missouri which allows them to provide deeper discounts to customers.

I concur with the above explanations and approve this request:

 _____ Date 10/9/19 _____ Date _____
 Department Director City Manager
 _____ Date 10/9/19 _____ Date _____
 Procurement and Contract Services Manager Park Administrator
 _____ Date _____
 City Clerk as approved by Council

APPROVALS REQUIRED:

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