



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

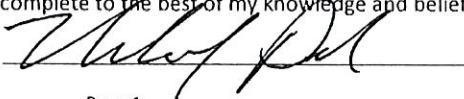
Definition: A procurement decision whereby purchases are directed to one source because of standardization, warranty, unique knowledge, significant cost savings, proprietary product, or restricted distribution, even though competitive sources may be available. Issuing a solicitation for goods and or 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.

| | |
|--|---|
| Requesting Department/Division: | Fleet Division. |
| Requestor Name and Phone: | Mark Stinson X1061 |
| Good/Service to be purchased: | Purchase of BMW police motorcycles |
| Sole Source Request | <p>This sole source request is necessary because (Check all that apply):</p> <p><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>)</p> <p><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</p> <p><input type="checkbox"/> Goods or services are available at a discount from a single distributor for a limited period of time</p> <p><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.</p> <p><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</p> <p><input type="checkbox"/> Required by Granting Organization (Grant Requirement)</p> <p><input type="checkbox"/> Maintenance/Repair required to maintain manufacturer's Warranty</p> <p><input checked="" type="checkbox"/> Interchangeability with existing equipment</p> <p><input checked="" type="checkbox"/> Standardized product – provide copy of approved Standardization request</p> <p><input type="checkbox"/> Other – provide detailed justification</p> |
| Supporting Documentation/Information – Attach additional pages as needed | |
| 1. State the need for the purchase of the good or service: | Currently the traffic division of the LSPD uses BMW Motorcycles and Fleet VERP is needing to replace three of existing four units. Remaining with BMW will allow the officers to operate units that they are trained and familiar with and still remain the same as the fourth bike for consistency. |
| 2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above: | Please see the justification letter from PD. |
| 3. Describe any other facts that support the request (if any): | Please see the justification letter attached. |
| 3. Were other Vendors contacted? List names of vendors. | No other BMW Motorcycle Dealers in the area to contact. |
| 4. Anticipated Annual Spend: | \$ 90,957.66 |
| 5. 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 |
| 6. Vendor's Information Name, Contact, Address, Email, and Phone | Engle Motors, INC BMW and Triumph Motorcycles of Kansas City. 6633 Truman Road Kansas City MO 64126 Contact name is Peter Bobowski. Peter at Engle Motors INC <peter@englemotors.com> |

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.

MICHAEL PARK, PE
DIRECTOR OF PUBLIC WORKS



07/08/2024



Sole Source Request

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

7-8-24
Date

City Manager Date

Park Administrator Date

APPROVED AS TO FORM

Office of the City Attorney 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 |

Memorandum



Date: November 29, 2022

TO: Captain Rod Schaeffer #9206

FROM: Sgt. John Kudzinski #0002

CC:

Re: Vehicle Replacement Program – BMW Police Motorcycles

Captain Schaeffer,

After much consideration and deliberation into the decision to stay with the BMW Police Motorcycle or transition back to a Harley Davidson police motorcycle, the current motor officers and I have decided the BMW R1250 RT meets our needs and is the motorcycle we prefer.

In addition to regular duty, we have participated in 47 special events, training days and escorts this year. During many of these events, we endured inclement weather, including rain, freezing temperatures and several days with a heat index of over 100 degrees. The BMW R 1250 RT Police motorcycle has a fixed front fairing with a retractable wind screen. It is air-/fluid cooled and equipped with a fan that forces air over the radiator while the bike is stopped and idling. This feature prevents the engine from overheating during warmer weather. It is also equipped with heated handlebar grips and a heated saddle, which improves comfort during colder days. We believe all of these features make the BMW R 1250 RT the best motorcycle for our use.

The decision to stay with the BMW motorcycle was a group decision and was made after comparing our bikes to Harley-Davidson motorcycles ridden by other agencies. We witnessed how the extreme heat affected the air-cooled Harley-Davidson motorcycles during slow escorts and even how unprotected the rider was during cold and wet escorts. During several of these events, we talked about how glad we were to be on a BMW.

Additionally, Tim Warner and I have ridden both motorcycles during regular duty, while in training and during escorts. We both agree the BMW is the right motorcycle for our unit.

Respectfully Submitted,

/s/ Sgt. John Kudzinski #0002

*Received 12/29/2022 /s/ Major C. Colyne #9920