



Sole Source Request

LEE'S SUMMIT
MISSOURI

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:	Public Works/Engineering
Requestor Name and Phone:	Karen Quackenbush 969-1850
Good/Service to be purchased:	Engineering Services for the Installation of Precipitation Gauges
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 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 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:	Services will provide technical assistance with rain gauge recommendation, location determination, installation, data tracking, and analysis of a rain gauge network that will be used to determine accurate hydrology for the City. The establishment of accurate hydrology will benefit the City by allowing Staff to calibrate stormwater designs based on actual rainfall data. Additionally, a reliable rain gauge network has the potential benefit of acting as a warning system for emergency vehicles and other City Staff during storm events. Staff has been in contact with the Fire Department, and has received positive feedback on the need for an accurate rain gauge network.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	Section 7.2.d of the City's current Purchasing Policy Manual states "The Procurement and Contract Services Manager may waive the requirement of competitive bids or proposals for goods/services when the Procurement and Contract Services Manager has determined in writing one or more of the following conditions are met: company 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". Staff considers the expertise and knowledge of the project area Allgeier Martin's staff has obtained, through past projects as justification of a sole source agreement. Additionally, staff is working with the USGS on installation of stream gauges. Allgeier Martin has established a professional working relationship with the USGS, and will provide additional benefit to the City by coordinating efforts between the installed rain gauges and stream gauges.
3. Describe any other facts that support the request (if any):	Currently, staff relies on rain gauges tied to the Wundermap. Not only are the gauges located on private properties at locations beyond our control, but also, they have proven to be unreliable. Having our own network of gauges that are strategically located will be a significant asset.
3. Were other Vendors contacted? List names of vendors.	Staff reached out to three other vendors – Olsson and Associates, Intuition & Logic, and Walter P. Moore.



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4. Anticipated Annual Spend:	Total Estimated Fee is \$197,390
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 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
6. Vendor's Information Name, Contact, Address, Email, and Phone	Allgeier, Martin and Associates, Charles Patterson, 112 W. 8 th St, Rolla, MO 65401 Charles.Patterson@amce.com , (573) 341-9487

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
Director/Chief Name

Michael Park
Director/Chief Signature

11/03/23
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.

Amir Alt
Procurement & Contract Services Manager

11-3-23
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
\$20,000 - \$74,999.99
≥ \$75,000

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