



## 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.

<b>Requesting Department/Division:</b>	Water
<b>Requestor Name and Phone:</b>	Michael Riley 816-969-1963
<b>Good/Service to be purchased:</b>	Calcium nitrate solution (Bioxide) odor control chemical
<b>Sole Source Request</b>	<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 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 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 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 type="checkbox"/> Interchangeability with existing equipment</p> <p><input type="checkbox"/> Standardized product – provide copy of approved Standardization request</p> <p><input type="checkbox"/> Other – provide detailed justification</p>
<b>Supporting Documentation/Information – Attach additional pages as needed</b>	
1. State the need for the purchase of the good or service:	Water Utility needs an annual supply of calcium nitrate solution (Bioxide) for odor control at City sewer lift stations. The estimated annual requirement is 70,000 gallons.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	Xylem's Bioxide solution is a proprietary process developed by Evoqua Water Technologies LLC. After using products from other suppliers and checking pricing on similar solutions, Water Utility staff has determined that only Evoqua Water Technologies (now Xylem) can meet the City's requirements for economical pricing, quality product, optimization service and continuous delivery.
3. Describe any other facts that support the request (if any):	
3. Were other Vendors contacted? List names of vendors.	YES, USP Technologies
4. Anticipated Annual Spend:	\$300,000.00
5. Requested length of time the sole source is needed:	<p>What is the requested length of time requested for the sole source? (Check the one that applies)</p> <p><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</p>
6. Vendor's Information Name, Contact, Address, Email, and Phone	<p>Xylem Water Solutions, Robert Scott, Robert.Scott@xylem.com</p> <p>301 Water Street SE Suite 200</p> <p>Washington, DC 20003</p>



LEE'S SUMMIT  
MISSOURI

Sole Source Request

**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.

*JEFF HORN*

Director/Chief Name

*[Signature]*

Director/Chief Signature

*8/1/25*

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 \_\_\_\_\_ 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

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