



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. **ONLY TYPED FORMS WILL BE ACCEPTED**

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 Allison 816-969-1829
Good/Service to be purchased:	Engineering Services
Sole Source Request	<p>This sole source request is necessary because (Check all that apply):</p> <p><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>)</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 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 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>
Supporting Documentation/Information – Attach additional pages as needed	
1. State the need for the purchase of the good or service:	The City is seeking design services for Project No. 77232272, Ward Road Improvements - NW O'Brien Road to NW Chipman Road.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	See attached.
3. Describe any other facts that support the request (if any):	N/A
4. Were other Vendors contacted? List names of vendors.	RFQ No. 2022-040 was advertised via Public Purchase. 8 firms responded and Walter P Moore was determined to be the most qualified firm.
5. Anticipated Annual Spend:	
6. 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>
7. Vendor's Information Name, Contact, Address, Email, and Phone	<p>Walter P Moore Daniel L. Brown, P.E., 816-701-2100, dlbrown@walterpmoore.com 1100 Walnut, Suite 1825, Kansas City, MO 64106</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.

Michael Park, P.E./PTOIS
Director/Chief Name

[Signature]
Director/Chief Signature

12/06/23
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.

[Signature] 12-8-23
Procurement & Contract Services Manager Date

City Manager Date

Park Administrator Date

Original to File in Procurement Copy returned to Requestor

Table with 2 columns: Spend Range and Approvals Required. Spend ranges: \$5,000 - \$19,999.99; \$20,000 - \$74,999.99; ≥ \$75,000. Approvals include Department Director, City Manager/Parks Administrator, and Council/Park Board.

Walter P Moore was previously selected for engineering services through a qualifications-based selection process as part of RFQ No. 2022-040 Ward Road Improvements – NW Blue Parkway to NW O'Brien Road (Ward Road – Phase 1) in accordance with state statutes and local procurement policies. Some survey and design work performed for Ward Road – Phase 1 is applicable to the project Ward Road Improvements – NW O'Brien Road to NW Chipman Road (Ward Road – Phase 2). This gives Walter P Moore unique knowledge of the project area and access to data that will benefit the design of Ward Road – Phase 2. Changing the engineering services provider would lead to inefficiencies in both time and cost and result in the loss of work already completed and paid for.