

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:	Public Works Engineering
Requestor Name and Phone:	Nikia Chapman-Freiberger, 816-696-1813
Good/Service to be purchased:	Construction
Sole Source Request	This sole source request is necessary because (Check all that apply): ☐ 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>) ☐ Based on past procurement experience, it is determined that only one (1) distributor services the region in which the good or service is needed ☐ Goods or services are available at a discount from a single distributor for a limited period of time ☒ 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. ☐ 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 ☐ Required by Granting Organization (Grant Requirement) ☐ Maintenance/Repair required to maintain manufacturer's Warranty ☐ Interchangeability with existing equipment ☐ Standardized product – provide copy of approved Standardization request ☐ Other – provide detailed justification
Supporting Documentation/Information – Attach additional pages as needed	
1. State the need for the purchase of the good or service:	The Public Works Dept in coordination with the Parks and Recreation Dept intend to have a pedestrian tunnel constructed under Pryor Road as a grade-separated crossing for the Mouse Creek Trail.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	Clarkson is already serving as the prime contractor for the Pryor Road Improvements project, which directly overlaps the tunnel construction area. Because they are currently responsible for reconstructing the roadway over the new tunnel, there are substantial advantages to having them complete the tunnel work rather than procuring a separate contractor through a new competitive bid.
3. Describe any other facts that support the request (if any):	Public works staff went through a value engineering process with Clarkson to look for cost-saving alternatives and was able to reduce the contract price by about \$140,000 by making small changes in the tunnel design
3. Were other Vendors contacted? List names of vendors.	No
4. Anticipated Annual Spend:	\$2,972,135.40
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) ☒ One-time purchase ☐ 6 months ☐ 1 year ☐ 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	Clarkson Construction Company Ian Daly, 1737 McGee Street, Kansas City, MO 64108 idaly@clarksonconstruction.com, 816.483.8800

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

[Signature]
Director/Chief Signature

7/29/26
Date

Sole Source Request

-----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

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

2. (cont.)

Clarkson is already mobilized, familiar with the site, and managing the work sequencing in this corridor. Under a traditional rebid, the project could end up with two contractors working in the same constrained area, resulting in doubled equipment costs, additional mobilization expenses, and higher overhead charges.

Additionally, coordinating two separate contractors within the same work zone would introduce schedule risks and potential conflicts in work sequencing. Clarkson’s current involvement allows the tunnel construction to proceed without delays tied to contractor onboarding, site coordination, or competing priorities. The continuity of having a single contractor maintain control over both the roadway and tunnel activities ensures tighter schedule management, reduces the likelihood of claims or scope gaps, and streamlines communication and decision-making.