



## 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:	Water Utilities Department
Requestor Name and Phone:	Amanda Bagwell – 816-969-1918
Good/Service to be purchased:	ITpipes software
Sole Source Request	<p>This sole source request is necessary because (Check all that apply):</p> <ul style="list-style-type: none"><li><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>)</li><li><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</li><li><input type="checkbox"/> Goods or services are available at a discount from a single distributor for a limited period of time</li><li><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.</li><li><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</li><li><input type="checkbox"/> Required by Granting Organization (Grant Requirement)</li><li><input type="checkbox"/> Maintenance/Repair required to maintain manufacturer's Warranty</li><li><input type="checkbox"/> Interchangeability with existing equipment</li><li><input type="checkbox"/> Standardized product – provide copy of approved Standardization request</li><li><input type="checkbox"/> Other – provide detailed justification</li></ul>
<b>Supporting Documentation/Information – Attach additional pages as needed</b>	
1. State the need for the purchase of the good or service:	The WU Dept. is currently in the last year of a 5-year contract. The software is used to manage and review the sewer inspection CCTV data. The software provides a central data storage location and integrates GIS mapping and coding of the inspections. The software will be updated to include AiDetect which is an automated coding component that will streamline our data processing. This information is used to inform future repair and CIP projects.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	The WU Dept. currently uses this software. ITpipes was selected through an open RFQ process approximately five year ago. The software integrates with our CCTV system hardware and our GIS system. To switch software at this point would be labor intensive and costly. It is a several month process and would require a time commitment from both IT and WU.
3. Describe any other facts that support the request (if any):	
3. Were other Vendors contacted? List names of vendors.	No other vendors were contacted for this renewal period.
4. Anticipated Annual Spend:	\$92,000 - \$112,000 (Year 1 through Year 5)
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	ITpipes Anjelica Wheeler, 505-219-4249, angelica.wheeler@itpipes.com 9450 SW Gemini Dr PMB 26914, Beaverton, OR 97008,



## 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

JHR

Director/Chief Signature

11/21/25

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): 5 years  
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.

Lisa Hart

Procurement & Contract Services Manager

12/17/25

Date

City Manager

Date

Approved

Edward Mohr  
Law Director

12/12/25

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

## **Justification Letter – ITpipes Renewal and 5-Year Contract Proposal**

**To:** City Council, City of Lee's Summit, MO

**From:** ITpipes

**Subject:** Renewal Justification for ITpipes SmartVision, FieldVision and AiDetect

### **Background**

The City of Lee's Summit currently utilizes **ITpipes SmartVision (Web)** and **FieldVision (Mobile)** for managing and reviewing sewer inspection data, as well as **AiDetect**, ITpipes' AI-assisted defect coding solution that streamlines data processing and ensures NASSCO-compliant scoring. This platform has become an essential part of the City's workflow—supporting proactive maintenance, regulatory compliance, and efficient field-to-office coordination.

Since implementation, the ITpipes platform has helped the City:

- Centralize and secure inspection data for both sewer and stormwater systems.
- Integrate inspection results with GIS mapping for improved planning and capital prioritization.
- Automate NASSCO-compliant defect coding through AiDetect, significantly reducing QA/QC time.
- Improve coordination between field crews and office staff through SmartVision and FieldVision.

### **Renewal Proposal**

ITpipes has provided a **5-year renewal proposal** for the City's existing software and services. The proposed structure ensures long-term cost stability and continued access to support, upgrades, and AI-assisted technology enhancements.

- **Proposed 5-Year Agreement:** Starting at **\$92,000** with a **5% annual price increase**
- **Current Rate Card:** **\$107,000** with a **10% annual price increase**

This represents a **cost reduction of approximately 14% in the first year** and a **50% reduction in the annual escalation rate**, providing predictable and sustainable budgeting over the contract term.

## **Justification**

The proposed multi-year renewal is recommended based on the following considerations:

**1. Cost Savings and Predictable Budgeting:**

The 5-year agreement locks in favorable pricing with a lower annual increase, ensuring long-term budget stability and avoiding higher rate adjustments in future renewals.

**2. Operational Continuity:**

Maintaining the existing ITpipes environment avoids the cost, disruption, and data migration challenges associated with replacing a mission-critical inspection system.

**3. Performance and Reliability:**

The current ITpipes setup has demonstrated consistent performance, data integrity, and user satisfaction. Renewing ensures uninterrupted access to system updates, technical support, and cloud-hosted reliability.

**4. Innovation and Future Enhancements:**

The AiDetect platform continues to evolve with new NASSCO version updates, AI model improvements, and enhanced reporting capabilities—ensuring the City remains at the forefront of infrastructure technology.

## **Recommendation**

It is recommended that the **City Council approve the 5-year renewal agreement with ITpipes** for SmartVision, FieldVision, and AiDetect at the proposed rates. This agreement provides both immediate and long-term financial benefit, ensures operational efficiency, and maintains the City's commitment to proactive, data-driven infrastructure management.



**Pricing:** Based on solution details defined above (Users, Licenses, LF and Cloud Storage)

Renewal Period	Rate Card Price	Proposed Price	Notes
Year 1 (2026)	\$107,000	\$92,000	
Year 2 (2027)	\$117,700	\$96,600	5% annual increase
Year 3 (2028)	\$129,470	\$101,430	5% annual increase
Year 4 (2029)	\$142,417	\$106,502	5% annual increase
Year 5 (2030)	\$156,659	\$111,827	5% annual increase

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Signator (First and Last Name)

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Date

*The terms of this quote are valid until October 31, 2025*



**Client Name:** City of Lee's Summit MO

#### **Executive Overview**

Lee's Summit, MO is committed to leveraging technology to maximize efficiency and ensure sustainable infrastructure management. ITpipes is proud to support this vision with a 5-year partnership that includes ITpipes CoreVision (Web), ITpipes FieldVision (Mobile) and our AI-Detect solution. Together, these tools will provide a secure, scalable platform for pipeline inspections that improves accessibility, streamlines workflows and equips staff with actionable insights. By adopting this comprehensive solution, Lee's Summit will not only strengthen day-to-day operations but also position itself at the forefront of data-driven decision-making for long-term asset management.

#### **Benefits:**

- **Unified Platform for Collaboration:** With ITpipes SmartVision (CoreVision+FieldVision), field crews, engineers, and leadership can seamlessly share and access inspection results from anywhere. Integrations with GIS and asset management systems ensure transparency and coordinated decision-making across departments.
- **Operational Efficiency at Scale:** Automate reporting, eliminate duplicate data entry, and synchronize directly with GIS to accelerate compliance efforts and reduce administrative workload — giving staff more time to focus on high-value initiatives.
- **Field Productivity:** Enable field crews to capture, review, and upload inspection data in real time using ITpipes FieldVision, reducing delays and ensuring immediate access to accurate information.
- **AI-Driven Condition Assessments:** Harness the power of AI-Detect to automate condition assessments with speed and precision. This standardization ensures consistent results, supports predictive maintenance, and strengthens long-term capital planning.
- **Future-Ready Partnership:** A 5-year commitment ensures stability, predictable costs, and a foundation for continuous improvement, allowing Lee's Summit to maximize the value of its investment while keeping pace with technological advancements.

**Solution Details:** This solution includes licensing for the following:

- **Annual Subscription:** Due upon licensing activation
  - CoreVision - 11 Named Users
  - FieldVision - 2 Truck Licenses
  - ITpipes Cloud - 1TB media storage
  - AI-Detect - Up to 300,000 LF
  - **Unlimited** Inspection Viewers
  - **Mainline Assets**
  - **Asset Class:** Sewer
- **Support:**
  - GIS integration and support
  - AMS integration and support



### Schedule A: Pricing for Additional Items

Product	Description	Price	Notes
Additional Assets	Lateral, Manhole	\$3,000/asset	+ setup fee of \$3,000
Additional CoreVision User	Named Web User	\$2,000/user	
Additional FieldVision License	Mobile License	\$3,000/license	+ setup fee of \$3,000
Cloud Storage (TB)	Additional TB Storage	\$3,000/TB	
AI-Detect	Additional Linear Feet	\$12,500	Additional 50K LF

