

**SOLE SOURCE PURCHASE JUSTIFICATION FORM**

**SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER  
DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE  
SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM**

Date: 1/22/2020 Department: Public Works Requested By: George Binger

Vendor Contacted & Address: Daniel L. Brown, P.E.  
Walter P. Moore  
1100 Walnut, Suite 1825, Kansas City, Missouri 64106  
Phone Number: 816-701-2100

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need  
(attach separate sheet/memo if needed):

Walter P. Moore was previously selected for engineering services through QBS as part of RFQ No. 2017-305-NW Commerce Drive Street Improvement Project in accordance with state statutes and local procurement policies. Some survey and design work for the Main Street from Chipman Road to Commerce Drive Project was previously completed as part of the NW Commerce Drive Street Improvement Project. Changing the engineering services provider for the Main Street from Chipman Road to Commerce Drive street improvement project would lead to inefficiencies and loss of work already completed and paid for.

Estimated Annual Cost: \$171,100.00 total costs Was the request budgeted?  Yes  No

Term of this sole source is: February 2020 through December 2021

Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source?  Yes  No

Other Contacts	Their Responses:
Name: _____	
Address: _____	
Phone #: _____	
Name: _____	
Address: _____	
Phone #: _____	

Was the manufacturer contacted for other distributors?  Yes  No

Please explain:

Qualifications Based Selection (QBS) for professional engineering services.

I concur with the above explanations and approve this request.


1/23/2020


Department Director Date City Manager Date


1/24/2020
Park Administrator

Procurement and Contract Services Manager (CPO) Date Date

City Clerk as approved by Council Date

**APPROVALS REQUIRED:**

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):	
\$ .01 - \$ 9,999.99	Department Director, Procurement and Contract Services Manager (CPO) Approval
\$ 10,000 - \$ 49,999.99	Department Director, Procurement and Contract Services Manager (CPO) Approval, City Manager Approval
\$ 50,000 & Above	Department Director, Procurement and Contract Services Manager Approval (CPO), City Manager & City Council