



**INDEPENDENCE**  
★ FINANCE & ADMINISTRATION ★

**PROCUREMENT  
LIMITED SOURCE JUSTIFICATION  
Purchases Above \$5,000**

**A Limited source is defined as:**

A purchase that is clearly and legitimately limited to a single source or supply.

- A. If more than one company can respond to your specifications, it is not a Limited source.
- B. The use of Limited source purchases shall be limited only to specific instances, which are totally justified to satisfy compatibility or technical performance needs.

All Limited source purchases shall follow the City of Independence Procurement Policy Section 13.A - B.

**I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED A LIMITED SOURCE PURCHASE.**

Proposed supplier name and address: **ANIXTER, 4600 Kansas Ave, Kansas City, Kansas 66106**

Estimated cost: **\$90,580.00**

Purchase Requisition #:

Munis Vendor ID # W-9 attached  
Or attach Supplier's W-9 Form

**This is a Limited or Limited source purchase because (Check all that apply):**

- ☐ Licensed or patented – supplier has a license or patent that makes them the Limited provider.
- ☐ One-of-a-kind – there are no competitive alternatives available on the market.
- ☒ Limited Distributor – Supplier is the Limited distributor for the region or municipality
- ☐ Compatibility – must match existing brand or equipment for compatibility.
- ☐ Warranty/Replacement part – for a specific brand or factory authorized warranty services.
- ☐ Grant – Requirements for specific goods/services established in the grant language. Attach grant for support.
- ☐ Unique design – must meet physical design or quality standards.
- ☐ Public Utility Services – Necessary adjustment of utility facilities
- ☐ Other - \_\_\_\_\_

- If the justification for Limited source is "Standardization" then additional supporting documentation must be provided. \*
- Procurements of items which the City has established a standard of designating a brand name or manufacturer or by pre-approving via testing shall be competitively bid if there is more than one supplier for the item.

Describe the proposed goods or services.

**New hand held computers for the meter readers to be used iwith the existing ITRON FCS syste**

What are the specific necessary features that this supplier provides that are not available from other suppliers?

**They are the locally approved supplier for ITRON**

Describe your efforts to identify other potential sources and how similar goods or services are unable to meet the required objective.

**N/A**

\*Testing and Evaluations performed to support standardization.

**These are the new handhelds supported by ITRON. Our existing FC300 handhelds will no longer be serviced after January 1, 2022**

\*How will standardization support the department/agency?

Will ensure the meter reading department is up to date with the current available equipment and will be well equipped for the foreseeable future.

Is this a one-time procurement?

**\*On-going Limited Source procurement requires justification to be renewed every two years.**

☐ No\* ☒ Yes

**PRICE REASONABLENESS (Check all that apply and attach back-up documentation)**

☐ I reviewed the proposed price to current published catalog, price lists, or market prices as documented in the attachments and the proposed price is similar or less. **Attach relevant documentation.**

☒ Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.

☐ The price is set by law or regulations.

☐ Other: \_\_\_\_\_

☐ Back-up documentation is attached.

**STATEMENT OF NEED AND CERTIFICATION:**

My department's recommendation for Limited source is based upon an objective review of the product/service required and appears to be in the best interest of the City of Independence. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to Limited source this purchase when there are other known suppliers to exist.

By submitting this form to Munis, I hereby certify that this justification for Limited source procurement is accurate and complete to the best of my knowledge and belief.

Michael Smith

Meter Reading Supervisor

Note: If additional space is required, attach additional sheets of paper and submit with this completed form.