

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

<p><b>A Limited source is defined as:</b> A purchase that is clearly and legitimately limited to a single source or supply.</p> <p>A. If more than one company can respond to your specifications, it is not a Limited source.</p> <p>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.</p> <p><b>All Limited source purchases shall follow the City of Independence Procurement Policy Section 13.A - B.</b></p>	
<p><b>I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED A LIMITED SOURCE PURCHASE.</b></p>	
<p><b>Proposed supplier name and address:</b> <b>Valbridge Property Advisors</b> <b>10990 Quivira Road, Suite 100</b> <b>Overland Park, Kansas 66210</b></p>	<p><b>Estimated cost: \$99,500</b></p>
<p><b>Purchase Requisition #:</b></p>	<p><b>Munis Vendor ID #</b> <b>Or attach Supplier's W-9 Form</b></p>
<p><b>This is a Limited or Limited source purchase because (Check all that apply):</b></p> <p><input type="checkbox"/> <b>Licensed or patented</b> – supplier has a license or patent that makes them the Limited provider.</p> <p><input type="checkbox"/> <b>One-of-a-kind</b> – there are no competitive alternatives available on the market.</p> <p><input type="checkbox"/> <b>Limited Distributor</b> – Supplier is the Limited distributor for the region or municipality</p> <p><input type="checkbox"/> <b>Compatibility</b> – must match existing brand or equipment for compatibility.</p> <p><input type="checkbox"/> <b>Warranty/Replacement part</b> – for a specific brand or factory authorized warranty services.</p> <p><input type="checkbox"/> <b>Grant</b> – Requirements for specific goods/services established in the grant language. Attach grant for support.</p> <p><input type="checkbox"/> <b>Unique design</b> – must meet physical design or quality standards.</p> <p><input type="checkbox"/> <b>Public Utility Services</b> – Necessary adjustment of utility facilities</p> <p><input checked="" type="checkbox"/> <b>Other</b> – <u>limited time and Valbridge knows the city's need and is plugged into the project.</u></p> <ul style="list-style-type: none"> <li>• If the justification for Limited source is "Standardization" then additional supporting documentation must be provided. *</li> <li>• 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.</li> </ul>	
<p><b>Describe the proposed goods or services.</b></p>	<p><b>Appraisal services for the 24 Highway Complete Streets Project</b></p>
<p><b>What are the specific <u>necessary</u> features that this supplier provides that are not available from other suppliers?</b></p>	<p><b>This service is available from other suppliers; however, due to the complexity of the job and the time constraints, the city does not have time to put this out as a RFP or solicit additional suppliers.</b></p>
<p><b>Describe your efforts to identify other potential sources and how similar goods or services are <u>unable</u> to meet the required objective.</b></p>	<p><b>Because Valbridge has been providing appraisal services to the City for the past year with no contract, they are familiar with the project and the city's needs. The city would spend staff time and efforts to identify potential sources. In addition those sources are not familiar with the city's needs and the project.</b></p>
<p><b>*Testing and Evaluations performed to support standardization.</b></p>	
<p><b>*How will standardization support the department/agency?</b></p>	

<b>Is this a one-time procurement?</b> <input type="checkbox"/> No* <input checked="" type="checkbox"/> Yes	<b>*On-going Limited Source procurement requires justification to be renewed every two years.</b>
<b>PRICE REASONABLENESS (Check all that apply and attach back-up documentation)</b>	
<div style="margin-bottom: 10px;"><input checked="" type="checkbox"/> 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. <b><u>Attach relevant documentation.</u></b></div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> The price is set by law or regulations.</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Other: _____</div> <div style="margin-bottom: 10px;"><input checked="" type="checkbox"/> Back-up documentation is attached.</div>	
<b>STATEMENT OF NEED AND CERTIFICATION:</b> 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.	
Printed/Typed Name: Stephanie Boyce	Title: Right-of-Way Manager

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