

PROCUREMENT LIMITED SOURCE JUSTIFICATION Purchases Above \$5,000

<p>A Limited source is defined as: 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>All Limited source purchases shall follow the City of Independence Procurement Policy Section 13.A - B.</p>	
<p>I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED A LIMITED SOURCE PURCHASE.</p>	
<p>Proposed supplier name and address: Cooks, Flatt and Strobel</p>	<p>Estimated cost: \$100,000.00</p>
<p>Purchase Requisition Order #: 22001085</p>	<p>Munis Vendor ID # Or attach Supplier's W-9 Form</p>
<p>This is a Limited or Limited source purchase because (Check all that apply):</p> <p><input type="checkbox"/> Licensed or patented – supplier has a license or patent that makes them the Limited provider.</p> <p><input type="checkbox"/> One-of-a-kind – there are no competitive alternatives available on the market.</p> <p><input type="checkbox"/> Limited Distributor – Supplier is the Limited distributor for the region or municipality</p> <p><input type="checkbox"/> Compatibility – must match existing brand or equipment for compatibility.</p> <p><input type="checkbox"/> Warranty/Replacement part – for a specific brand or factory authorized warranty services.</p> <p><input type="checkbox"/> Grant – Requirements for specific goods/services established in the grant language. Attach grant for support.</p> <p><input type="checkbox"/> Unique design – must meet physical design or quality standards.</p> <p><input type="checkbox"/> Public Utility Services – Necessary adjustment of utility facilities</p> <p><input checked="" type="checkbox"/> Other - _____</p> <ul style="list-style-type: none"> • 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. 	
<p>Describe the proposed goods or services.</p>	<p>CFS has been retained in the past for similar projects and scope of work. They will continue to work with the 'On A Roll' group to maintain and push forward ongoing focused projects.</p>
<p>What are the specific <u>necessary</u> features that this supplier provides that are not available from other suppliers?</p>	<p>CFS has been instrumental in working with our On A Roll group to move several projects forward. They offer insight into these projects that other entities have been unsuccessful at.</p>
<p>Describe your efforts to identify other potential sources and how similar goods or services are <u>unable</u> to meet the required objective.</p>	<p>Other sources have been able unsuccessful at providing the level of support and insight that CFS provides. They are familiar with our ongoing projects and as a result, are able to initiate work almost immediately.</p>
<p>*Testing and Evaluations performed to support standardization.</p>	<p>Deputy City Manager, Adam Norris along with Councilmembers on the committee work hand in hand with CFS to ensure work product meets all standards we expect.</p>
<p>*How will standardization support the department/agency?</p>	
<p>Is this a one-time procurement?</p>	<p>*On-going Limited Source procurement requires justification to be renewed <u>every two years.</u></p>

<input type="checkbox"/> No* <input checked="" type="checkbox"/> Yes	
PRICE REASONABLENESS (Check all that apply and attach back-up documentation)	
<div style="margin-bottom: 10px;"> <input 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. <u>Attach relevant documentation.</u> </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-top: 20px;"> <input checked="" type="checkbox"/> Back-up documentation is attached. </div>	
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.	
Printed/Typed Name: Adam Norris	Title: Deputy City Manager

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