



**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: Strategic Government Resources, P.O. Box 1642, Keller, TX 76244</p>	<p>Estimated cost: \$49,500.00</p>
<p>Purchase Requisition #: 20240820</p>	<p>Munis Vendor ID # 201389 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 - COI was on a very short turn around to replace the retired Fire Chief with an Interim.</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>To find the COI an Interim Fire Chief within 72 hours</p>
<p>What are the specific <u>necessary</u> features that this supplier provides that are not available from other suppliers?</p>	<p>No one else was able to provide an Interim Fire Chief within 72 hours, we are also working with Strategic for the replacement of the Fire Chief. They have given us a discount of \$10,000.00 on this job due to us working with them on the permanent replacement for Fire Chief.</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>Sam Morris reached out to two other companies, who were unable to fulfill our need.</p>
<p>*Testing and Evaluations performed to support standardization.</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 every two years.</p>

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.

Printed/Typed Name: Sam Morris

Title: Assistant to the City Manager's

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