



COMPETITION EXCEPTION REPORT



Competition exception is the decision to purchase without competition through the use of bidding, formal solicitation, request for qualification, or a request for proposal when competition is available.

SOLE SOURCE



Only one vendor possesses the unique and singularly available capability to meet the requirement such as technical qualifications, ability to deliver based on distribution restrictions, or services from a public utility. See the Purchasing Manual Section 40.2 for examples.

Procurement Contact: Allie Wadsworth

Total Cost: \$80,000

Department Contact: Cody Kennedy

VENDOR NAME:


Single Source Printing, LLC

COMMODITY/SERVICE DESCRIPTION:

Single Source Printing, LLC provides printing and mailing services for City of Olathe publications.

JUSTIFICATION:

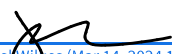
The City has utilized Single Source Printing, LLC to print and mail City of Olathe publications since 2018. Single Source Printing has been identified as the only local vendor to meet the production, printing, and mailing requirements for both Olathe Life and Olathe Link catalogs. Delivery and mailing services for both catalogs are fulfilled in-house at a flat rate. Staff will be analyzing current production and technology needs to determine the long-term printing needs for City of Olathe publications. Staff recommends the renewal of a one year contract with Single Source Printing. Estimated annual expenditures for both publications are \$80,000. Funds are allocated in the Exceptional Services and Quality of Life operating budgets.


Erin Vader (Mar 6, 2024 12:33 CST)

Department Director



Director of Economy or Designee


Michael Willes (Mar 14, 2024 14:35 CDT)

City Manager
(Required over \$25,000)









CER Single Source

Final Audit Report

2024-03-06

Created:	2024-03-06
By:	Allie Wadsworth (awadsworth@olatheks.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs8XJygsERk4RDidflxz8wbUEJa3g_65Y

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2024-03-06 - 4:55:07 PM GMT
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2024-03-06 - 4:55:11 PM GMT
-  Document emailed to John Page (jcpage@olatheks.org) for signature
2024-03-06 - 4:55:11 PM GMT
-  Email viewed by John Page (jcpage@olatheks.org)
2024-03-06 - 4:55:50 PM GMT
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Signature Date: 2024-03-06 - 4:56:00 PM GMT - Time Source: server
-  Email viewed by Erin Vader (esvader@olatheks.org)
2024-03-06 - 6:33:01 PM GMT
-  Document e-signed by Erin Vader (esvader@olatheks.org)
Signature Date: 2024-03-06 - 6:33:58 PM GMT - Time Source: server
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2024-03-06 - 6:33:58 PM GMT




Single Source CER

Final Audit Report

2024-03-14

Created:	2024-03-14
By:	Cathy Marks (CMMarks@OLATHEKS.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ3ARdCjTRNISEiIPc4wygOXOhuG5zCvm

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2024-03-14 - 7:31:44 PM GMT- IP address: 204.89.192.11
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2024-03-14 - 7:31:49 PM GMT
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Signature Date: 2024-03-14 - 7:35:09 PM GMT - Time Source: server- IP address: 174.246.211.23
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