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City Council Staff Report

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**Meeting Date:** 4/15/2024

**Item:** 8

**Report Prepared by:** Mari E. Macomber, City Manager

**Recommended Motion:** To approve the list of sole source vendors as required by the City Council's Purchasing Policy, Policy #31.

**Background:** The City is responsible for the management of the financial resources provided and the Purchasing Policy provides direction to all City Departments on the procedures and guidelines to efficiently manage, control, and plan for the best use of available resources.

This Policy establishes that a sole source vendor is the only vendor capable of providing a particular good or service, or if the City Council determines based on specific circumstances votes to establish a vendor as sole source. Examples of sole source vendors include Missouri's State Surplus Property Unit, vendors who provide warranty work, certain IT services, and service providers with long-standing contracts like Municode. As part of the purchasing process, the City Council determined that a three-year review of the sole source providers should be considered. To establish that list for review, an initial list must be reviewed and approved.

The City Manager worked with City departments to identify the various sole source providers and is asking the City Council to approve this list as those vendors identified as sole sources. A list of sole source vendors is provided for City Council review and will be certified by the City Clerk as the approved list.

**Citizen Impact:** For cost savings and efficiency reasons allowing for sole source vendors improves productivity, and accounting for and reviewing the list of providers also ensures that local vendors are considered which is important in ensuring a strong economic base as encouraged by the City's THINK Kirksville 2040 Chapter 3. THINK Economy.

**Fiscal Impact:** The fiscal impact to the City is an expectation and assurance that the sole source vendors are the best and most reasonable vendors used to provide either a product or service to the City.

**Respectfully submitted,**



**Mari E. Macomber**  
City Manager