



REQUEST FOR SOLE SOURCE DETERMINATION

NOTICE # _____

CITY WEBSITE POSTING DATE: _____

STATE WEBSITE POSTING DATE: _____

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Specialist, Chief Procurement Officer and City Manager (if required).

DEPARTMENTS COMPLETE PAGES 1 & 2, DEPARTMENT HEAD SIGNATURE ON PAGE 2 CERTIFYING THE SOLE SOURCE JUSTIFICATION AND SUBMIT ENTIRE FORM ELECTRONICALLY TO THE PURCHASING OFFICE

To: Purchasing Specialist

From Department Head: _____ Dept./Division _____

Subject: Sole Source Request for the Purchase of: _____

Requested Vendor: _____

Annual Cost Estimate: _____ Purchase Term: _____

NIGP Code(s): _____

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

Property or Service Required:

Prior Procurement (RFP/BID #/PO #):

Please describe the item or service and its function:

This is a sole source* because (mark all that apply):

sole provider of a licensed or patented good or service

sole provider of items that are compatible with existing equipment, inventory, systems, programs or services

sole provider of goods and services for which the City has established a standard**
Standard established _____(year)

sole provider of factory-authorized warranty service

sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)

the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

What necessary features does this vendor provide which are not available from other vendors? Please be specific.

What steps were taken to verify that these features are not available elsewhere?

Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

STATEMENT OF NEED:

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. 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 sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to the completed Purchase Requisition.

Department Head Signature

Date

PURCHASING OFFICE FINDINGS:

**REQUIRED SIGNATURES
(AFTER 30 DAY POSTING PERIOD WITH NO PROTESTS)**

If this sole source relates to a procurement of general services or tangible property and is less than \$10,000

- 1) the signature of the City Purchasing Specialist on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of the last signature;

If this sole source relates to a procurement of general services or tangible property and is greater than \$10,000 or is for professional services

- 3) the signature of the Chief Procurement Officer on this form is the final signature required for this sole source procurement, unless procurement exceeds \$20,000; and

If this sole source relates to a procurement of general services, tangible property or professional services and is greater than \$20,000

- 4) the signature of the City Manager is the final signature required.

APPROVED

Purchasing Specialist Signature

Date

APPROVED

Chief Procurement Officer Signature

Date

APPROVED (City Manager is the FINAL signature if required):

City of Aztec City Manager

Date