



SOLE SOURCE

SINGLE SOURCE

Fully completed forms must be submitted to and approved by Purchasing before a PO or Contract may be issued. The form needs to have been fully completed by requesting department and approved by Purchasing prior to seeking Council authorization for waiving competitive bidding on the grounds of sole/single sourcing.

VENDOR INFORMATION

| | |
|---------------------|---------------|
| Vendor Name: _____ | |
| Address: _____ | |
| Contact Name: _____ | Title: _____ |
| Phone Number: _____ | E-mail: _____ |

PRODUCT / SERVICE REQUESTED

| |
|---|
| Manufacturer Name: _____ |
| Manufacturer Part Number <i>(if applicable)</i> : _____ |
| Description of Services <i>(if applicable)</i> : _____ |
| |
| |
| |
| |
| Justification for Selection of Vendor: _____ |
| |
| |
| |
| |
| Estimated Price: \$ _____ |
| Requires Council Approval? Yes No |

APPROVED BY

| | |
|----------------------------------|----------------------|
| Department Head Signature: _____ | Approval Date: _____ |
|----------------------------------|----------------------|

PURCHASING DIVISION ACTION

| | | | |
|---------------|--------|-----------|-------------|
| Approved | Denied | By: _____ | Date: _____ |
| Reason: _____ | | | |