



**Sole Source Justification
– Products/Warranty Service –**

Sole source procurements are defined by law as clearly and legitimately limited to a single supplier or as an effect of a special market condition. The District may declare sole source only when satisfactory information and documentation is in place. A decision to negotiate a sole source must be clearly and convincingly established below. This form must be attached to the **Competitive Bidding Exemptions Form**.

Requestor		Location	
Requested Supplier		Contract Amount	
<p>1. Please describe the item and its function:</p> 			
<p>2. Check the reason(s) for the sole source request- attach supporting documentation – be sure to include contact information on other brands/manufacturers/vendors which were examined and explanations on why they were not suitable.</p> <p><input type="checkbox"/> Sole provider of a licensed or patented good, service or factory-authorized warranty service <i>(Provide a letter from the manufacturer indicating that that the vendor is the sole provider.)</i></p> <p><input type="checkbox"/> Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services <i>(Indicate what market research was performed and whether or not it is likely that award to any other source would result in substantial duplication cost to the district that would not be recovered through competition.)</i></p> <p><input type="checkbox"/> Sole provider of goods and services for which the District has established a standard <i>(How was the decision reached and what written documentation exists to substantiate the standard.)</i></p> <p><input type="checkbox"/> Sole provider of goods or services that will meet the specialized needs of the District or perform an intended function <i>(Indicate the necessary features this vendor provides which are not available from other vendors, be specific.)</i></p> <p><input type="checkbox"/> The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the District <i>(Provide documentation on to substantiate price and advantages.)</i></p> <p><input type="checkbox"/> Time is of the essence and only one known source can meet the needs within the required time <i>(Provide documentation on the timeline and research done to ensure this is the only source.)</i></p>			
Requestor Signature		Date	