



Purchasing Department

REQUEST/JUSTIFICATION FOR SOLE
SOURCE PURCHASE

Requester Name: _____ Date: _____
Department: _____ Requisition #: _____
Vendor: _____ Commitment Amount Total: _____
Item/Service to be Purchased: _____ Contract Start Date: _____
Budgeted Item? _____ Contract End Date: _____
CIP Item? _____ GL Budget #: _____

Per District Governing Board procedures, as outlined in the AWC Purchasing Manual: The Purchasing Department will, whenever possible, obtain at least three price quotations for material purchases in excess of \$10,000 (\$50K for construction) or sealed competitive bids/proposals for all purchases having an estimated cost of \$50,000 or more per transaction. The Purchasing Department may award a contract for a material, or construction item if it is determined that there is only one source for the required material or service. Sole Source procurement will be avoided, except when no reasonable alternative exists.

Please explain your reason for requesting Sole Source (check all that apply):

Item must match existing equipment.

Item is repair part for existing equipment or is to be attached to existing equipment.

Name of existing equipment:

Asset Tag?

Technical characteristics of requested item are essential to our needs.

Other manufacturers of this type of product do not meet our minimum requirements. Cost is not part of the criteria for minimum requirements or type of product doesn't exist with other manufacturer.

Other

Explanation:

Requester (Printed Name & Signature)

Date

Cabinet Member (Printed Name & Signature)

Date

Director of Purchasing (Printed Name & Signature)

Date

VP for Finance & Administrative Services (Printed Name & Signature)

Date