

Sole Source Website Posting Justification Form

Requisition #: AS-040

Date: 7/18/2013

SS#: FY1314 004

Department: Assessors

This form must be completed by the requesting department along with the sole source justification form and the campaign disclosure form.

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. The following data must be submitted when a department is requesting a sole source purchase:

Departmental Responsibilities:

1. Vendor Being Requested for Purchase:

J-Mar & Associates

2. Nature of Purchase:

Renewal Maintenance Contract for OCE Copy Machine

3. Amount of Purchase:

\$2,343.30

4. What will it be used for:

To make copies of maps and plats

5. Quantity Being Requested:

1-Maintenance contract renewal.

This information will be posted on the San Miguel County website for 30 days. If no responses are received we will proceed with original requisition.

Recommendation:

Approved:

_____/s/_____
Elected Official/Department Supervisor Date

_____/s/_____
Finance Department Date

Approved:

_____/NA/
County Manager's Approval (\$5,000.00) Date

FINANCE USE ONLY

Posting Begin Date 3/10/2014

Posting End Date: 4/9/2014