

Sole Source Website Posting Justification Form

Date: 3/21/2017

Department: ASSESSOR'S

Requisition #: REQ1701189

SS#: FY1617-004

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:
\$2,350.14

- 4. What will it be used for:
Used by the Assessor's staff to copy 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:

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

FINANCE USE ONLY

Posting Begin Date:	3/30/2017
Posting End Date:	4/30/2017