



### SOLE SOURCE REPORT CHECKLIST

1. The purchase complies with the following:
- A. Is a purchase for supplies, services, or construction. Service
  - B. The supply, service, or construction is available from only one source. **It is unique to the source providing services. (See sole source justification)**
  - C. If a proprietary item, there is not more than one potential bidder or offeror for that item. N/A
  - D. The purchase complies with one of the following sole source procurement requirements (please indicate which): yes

- 1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration; **Yes**
- 2. Where a sole supplier's item is needed for trial use or testing;
- 3. Where public utility services are to be procured;
- 4. Where the item is a used item which is subject to immediate sale;
- 5. Where additional supplies or services are needed to complete an existing and ongoing scope of work, even when the supplies or services were not contemplated at the onset of the project;
- 6. Where the item is a component or replacement part for which there is no commercially available substitute, and which can be purchased only from the manufacturer or distributor; or
- 7. Other. Please explain:

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2. The Department has provided a Sole Source Justification Memo and/or Sole Source Letter [Section 35.08(22)(b)]. ✓

3. The Procurement Director, or his or her designee, approves negotiations with the sole source supplier, as appropriate, as to price, delivery, and the term and conditions of the award [Section 35.08(22)(c)]. ✓

4. If the Contract requires City Council approval, this checklist, including all items references/consulted for the above questions, shall be included in any agenda summary submitted to Council as a Report [Section 35.08(22)(d)]. yes

5. The sole source or sole provider purchase has been bid out on the City's Quote system for a period of at least seven (7) business days. [Procurement Manual, Section 4.05 Sole Source/Sole Provider Purchases]. yes

Approved ✓ Not Approved \_\_\_\_\_

Signature [Signature]