

Sole Source Website Posting Justification Form

Requisition #: MNT-7

Date: 8-6-13

Department: PW

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:

KONE

2. Nature of Purchase:

Maintenance of the two elevators at District Court..

3. Amount of Purchase:

\$11,385.04

4. What will it be used for:

Professional Services (sole distributor of KONE for the two elevators). San Miguel County would be required to have all the Electrical switches to be changed out in these 2 elevators if another Elevator Maintenance company will service them.

5. Quantity Being Requested:

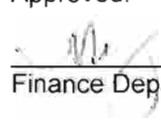
Maintenance Contract

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:


Elected Official/Department Supervisor 8/6/13
Date

Approved:


Finance Department 8/6/13
Date

Approved:


County Manager's Approval (\$5,000.00) 8/6/13
Date

FINANCE USE ONLY

Posting Begin Date

Posting End Date:

8/2/13
8/10/13

SS # F41314-002