

Sole Source Website Posting Justification Form

Requisition #: CK-5

Date: 8/18/2014

SS#: FY1415-004

Department: County Clerk

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:

Professional Document System

2. Nature of Purchase:

Renewal of EIM maintenance support services for MS SQL Server, ULRA 3.0 Business Server, HP LJ 9040, Zebra TLP Label Printer (2), Epson TMT Receipt Printer

3. Amount of Purchase:

\$1,976.32

4. What will it be used for:

EIM Maintenance Renewal of Support Services

5. Quantity Being Requested:

Maintenance Agreement for one year

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/_____/ 8/4/2014
Elected Official/Department Supervisor Date

_____/s/_____/ 8/18/2014
Finance Department Date

Approved:

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

FINANCE USE ONLY

Posting Begin Date:	8/20/2014
Posting End Date:	9/18/2014