

Sole Source Website Posting Justification Form

Requisition #: SW-43

Date: 1/15/2015

SS#: FY1415-006

Department: Solid Waste

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:

K-LOG Inc. 1224 W. 27th St. PO Box 5, Zion, IL 60099

2. Nature of Purchase:

Purchase a portion of a desk that was damaged during moving of Assessor's Office by Public Works staff. The hutch for this desk is still in good condition, we are requesting to purchase the desk from original vendor in order that the desk purchased will match the existing hutch.

3. Amount of Purchase:

\$1,764.59

4. What will it be used for:

To replace a damaged desk from the Assessors Office that was damaged by County Public Works Staff during the moving of furniture from the Assessor's Office. Desk was damaged but the hutch is still in decent condition. We are requesting to be allowed to purchase the same style desk for the original vendor of this desk to the Assessor's office several years ago in order so that the desk and hutch match.

5. Quantity Being Requested:

1

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/_____/1/15/2015
Elected Official/Department Supervisor Date

_____/s/_____/1/20/15
Finance Department Date

Approved:

_____/1/15/2015
County Manager's Approval (\$5,000.00) Date

FINANCE USE ONLY

Posting Begin Date: 1/21/2015

Posting End Date: 2/19/2015