

Sole Source Website Posting Justification Form

Requisition #: **AS-026**

Date: **3/11/2016**

SS#: **FY1516-006**

Department: **ASSESSOR'S OFFICE**

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:

\$2,347.41

4. What will it be used for:

Used in office to make copies of 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

3/11/2016
Date

_____/s/_____
Finance Department

3/18/2016
Date

Approved:

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

02/01/2016
Date

FINANCE USE ONLY

Posting Begin Date:	3/21/2016
Posting End Date:	04/20/2016