

SOLE SOURCE AFFIDAVIT

Purpose: This form must accompany purchase requisitions for sole source purchase exceeding \$5,000.00. The purpose of sole source justification is to show that competitive bidding is impractical because only one product can meet a specific need. The following are situations that may require a sole source affidavit:

1. Replacement or repair parts which require same brand.
2. Compatibility of equipment is an essential factor for effective utilization of the product:
3. Only product of the kind that will fulfill the need of the agency.
4. Situation requiring single source if unique and justifiable.

Date:

Department:

Telephone Extension:

Vendor:

Address:

Telephone:

Vendor Contact:

I hereby affirm that the service or products to be purchased pursuant to the provision of the attached contract are very specialized or for which great acquired expertise is needed and to the best of my knowledge is the only person or business entity which is singularly and peculiarly qualified to provide such service or products, and if a product is the only brand name which is singularly and peculiarly unique, for the following reasons:

The following is a brief description of all efforts, which were made to solicit bids/prices for the services or products to be purchased pursuant to the provisions of the attached contract:

I understand that the signing of this affidavit knowing such information to be false may subject me to the punishment for perjury.

Signature of Department Director