

**Sole Source Website Posting Justification Form**

Date: 11/9/2017

Department: Fire

Requisition #: REQ1800458

SS#:FY1718-002

This form must be completed by the requesting department along with the sole source justification form and the campaign disclosure form.

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:

**OHD LLLP**

2. Nature of Purchase:

**Calibration of Quantifit, per OSHA, this unit must be calibrated by the manufacturer.**

3. Amount of Purchase:

**\$790.00**

4. What will it be used for:

**This unit will be used to fit test San Miguel County Fire Fighters and the County Fire Chief.**

5. Quantity Being Requested:

**Annual calibration**

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:

\_\_\_\_\_  
Elected Official/Department Supervisor      11/9/2017  
Date

\_\_\_\_\_  
Finance Department      11/14/2017  
Date

Approved:

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

**FINANCE USE ONLY**

<b>Posting Begin Date</b>	11/16/2017
<b>Posting End Date:</b>	12/17/2017