

Sole Source Website Posting Justification Form

Date: 2/1/2018

Department: OEM/Fire

Requisition #: REQ1800859

SS#:FY1718-005

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:

AVI SPL Audio Visual Innovations, Inc.

2. Nature of Purchase:

Media Suite Software Distant Learning Polycom Video Conferencing Equipment.

3. Amount of Purchase:

\$33,533.53

4. What will it be used for:

Distance Learning for Volunteer Fire Departments in the rural areas.

5. Quantity Being Requested:

5 Volunteer Fire Departments were awarded a grant for distant learning Polycom Video Conferencing Equipment.

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 2/1/2018
Date

Finance Department 2/1/2018
Date

Approved:

County Manager's Approval (\$5,000.00) 2/1/2018
Date

FINANCE USE ONLY

Posting Begin Date	2/2/2018
Posting End Date:	3/5/2018