

Sole Source Website Posting Justification Form

Date: 3/7/2019

Department: Assessor's Office

Requisition #: REQ1900895

SS#:FY1819-008

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:

J-Mar & Associates

2. Nature of Purchase:

Renewal Maintenance Contract for OCE Copy Machine

3. Amount of Purchase:

\$2,362.46

What will it be used for:

Used by Assessor's Office to copy maps and plats.

4. Quantity Being Requested:

1 Maintenance Renewal Contract

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 3/7/2019
Date

Finance Department 3/8//2019
Date

Approved:

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

FINANCE USE ONLY

Posting Begin Date	3/22/2019
Posting End Date:	4/22/2019