

Sole Source Website Posting Justification Form

Date: 4/2/18

Department: Assessor

Requisition #: REQ1801087

SS#:FY1718-006

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:

\$2,354.25

4. What will it be used for:

Used by the Assessor's Office to copy 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:

Elected Official/Department Supervisor 4/2/2018
Date

Finance Department 4/4/2018
Date

Approved:

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

FINANCE USE ONLY

Posting Begin Date	4/5/2018
Posting End Date:	5/5/2018