

**Sole Source Website Posting Justification Form**

Date: 7/25/18

Department: Fire Department

Requisition #: REQ1900037

SS#:FY1819-002

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:

**Bound Tree Medical**

2. Nature of Purchase:

**FDA approved custom kits. Medical Director Dr. Bilowitz recommended and approved that we get these kits, being as we can only administer these drugs under medical direction.**

3. Amount of Purchase:

**\$1,094.48**

4. What will it be used for:

**Will be used in Emergency Situations such as an allergic reaction, etc.**

5. Quantity Being Requested:

**21 Custom Kits for Sapello/Rociada Fire Department**

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      7/25/2018      Date

\_\_\_\_\_  
Finance Department      7/26/2018      Date

Approved:

\_\_\_\_\_  
County Manager's Approval (\$5,000.00)      7/26/2018      Date

**FINANCE USE ONLY**

<b>Posting Begin Date</b>	7/26/2018
<b>Posting End Date:</b>	8/27/2018