

Sole Source Website Posting Justification Form

Requisition #: REQ000922

Date: 2/22/2023

SS#:

Department: Clerk Office

Total Cost: \$45,641.87+ tax

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

A 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:

Kofile

2. Nature of Purchase:

Clerk office preservation accessibility to irreplaceable and permanent documents forever.

3. Amount of Purchase:

\$45,641.87 plus tax

4. What will it be used for:

The clerk recorder's office is the official custodian and archivist of certain public records. It is also responsible for assisting the public in retrieving such records and providing copies of them as needed. This project would address preservation, restoration digitization and customized storage system of the high volume of original historical records in a reasonable amount of time (1 to 2 years.)

Quantity Being Requested:

Index 592 pages deeds

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:

_____/s/_____
Elected Official/Department Supervisor

Date

_____/s/_____
Finance Department

Date

Approved:

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

Date

FINANCE USE ONLY

Posting Begin Date: 2/28/23

Posting End Date: 3/29/23