

Sole Source Website Posting Justification Form

Date: 2/27/2020

Department: Public Works

Requisition #: REQ20000838

SS#:FY1920-005

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:

Wagner Equipment/Caterpillar

2. Nature of Purchase:

GPS Monitoring for the usage of all Leased Equipment with Wagner/Caterpillar.

3. Amount of Purchase:

\$200.00

What will it be used for:

GPS Monitoring System will be used to monitor the usage of the equipment by San Miguel County Public Works employees. Monitoring will be used to document hours of usage of the leased equipment. This is to maintain usage/hour logs.

4. Quantity Being Requested:

1

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 2/28/2020
Date

Finance Department 2/29/2020
Date

Approved:

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

FINANCE USE ONLY

Posting Begin Date	3-2-20
Posting End Date:	3-31-20