



REQUEST FOR A SOLE SOURCE PROCUREMENT

NOTE: This form is to be used for items that are available from only one source and there are no alternates. Attach form including requested additional documentation to the requisition claiming Sole Source.

Commodity/Service Requested:	
Describe Performance or Design:	
Estimated Price:	
Intended Source: (Vendor)	
Contact name:	
Vendor Address:	
Vendor Contact Phone number:	
Vendor Contract e-mail address:	

Requesting Department Contact Initial below: This purchase is clearly and legitimately limited to a Sole Source because the commodity or service is: Item(s) are available from only one source and there are no alternates: _____ <div style="text-align: right; margin-right: 50px;">Initials</div>
<p>Attach vendor documentation certifying that the vendor is the only source for the commodities or services in question or holds the production, copyrights, trademark, and/or patent to the item.</p> <p>Check the following statement(s) that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The vendor holds the exclusive distribution rights for the item in question. Vendor documentation attached. <input type="checkbox"/> The item to be purchased is the only item compatible with existing equipment owned by the College (Single Source). Vendor documentation attached. <input type="checkbox"/> The vendor is the sole provider of the goods or services which have unique characteristics essential to the needs of the program to perform the intended function and no other goods or services will be suitable for use by the College. Vendor documentation attached.
<p>What steps were taken to verify that these features are not available elsewhere?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other brands/manufacturers were examined (please list names, phone numbers, and explain why they are not suitable for use by the College. Attach additional pages as necessary) <input type="checkbox"/> Other vendors were contacted (please list names, phone numbers and explain why those contacted would not meet the needs of the College. Attach additional pages as necessary)

Please provide any additional details that support this purchase being sole our single source.

I certify that to the best of my knowledge, this request is a sole source and the information provided herein is accurate and truthful.

_____ Date _____
Requester's Signature

_____ Date _____
Direct Supervisor's Signature

Note: Section 838.22 Florida Statutes, it is unlawful (second-degree felony) for a public servant with corrupt intent to obtain a benefit for any person (company) or to cause unlawful harm to another, to **circumvent a competitive bidding process required by law** or rule by using a sole-source contract for commodities or services.