

SCHOOL BOARD OF ALACHUA COUNTY

SOLE SOURCE JUSTIFICATION FORM

Instructions: Complete this form for all sole source purchases for amounts \$12,500 and over. Return form to the Purchasing Department via truck mail or fax (955-7486). Incomplete forms will be rejected.

Commodity/Service being purchased:

Proposed Supplier:

Requested by:

Site/Department:

Date:

Sole Source Justification prepared by:

I. A **Sole Source Purchase** must meet one of the following criteria:

- One-of-a-kind** - The commodity or service has no competitive product AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Compatibility** - The commodity or service must match existing brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Replacement part** - The commodity is a replacement part for a specific brand of existing equipment AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Delivery date** - ONLY ONE SUPPLIER can meet necessary delivery requirements.
- Unique design** - The commodity or service must meet physical design or quality requirements AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Emergency** - URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.

II. Provide details of this request including explanation of why only one source is reasonably available (attach separate sheet if necessary).

III. Establishment of Price Reasonableness

In this section, the requesting school or department will document why the price proposed by the sole source vendor is fair and reasonable. Additional information in the form of a vendor proposal, catalog cut sheets, etc. may be appended to this form. If price reasonableness cannot be established, the sole source purchase will be denied.

As Department Head/Principal, I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

Approval:

Signature of Department Head or Principal

Date

To be completed by the Purchasing Department

Approved

Not Approved

Purchasing Department

Date