

**CITY OF GRAND JUNCTION
SOLE SOURCE JUSTIFICATION FORM**

Date: _____	Requested By: _____
Department: _____	Division: _____
Vendor Name: _____	Net Cost Delivered: \$ _____

Provide G/L Account where funds are budgeted: _____
 Project code, if applicable _____

SOLE SOURCE JUSTIFICATION <i>(INITIAL ALL ENTRIES THAT APPLY)</i>
Material/Service Description: _____.
1. _____ - Uniqueness: Is unique and unavailable from any other source due to proprietary rights, patents, copyrights, secret processes, or monopoly control;
2. _____ - Compatibility: There is a need for compatibility with existing equipment, technologies, or processes, and only a specific product or service can satisfy that need;
3. _____ - Urgency: Delay would lead to serious injury, death, or significant financial loss;
4. _____ - Expertise: The vendor has unique experience, expertise, or capabilities unavailable elsewhere;
5. _____ - Standardization: There is a need to standardize specific equipment or supplies to reduce training, inventory, or maintenance costs, and only one vendor can meet this need;
6. _____ - Written demonstration and justification is available which reasonably and practicably establishes that the selection of a sole source vendor is in the best interest of the City.

**Attach Justification Memo and Pricing Documentation, then proceed with signatures below.
 After Dept Head approval, forward to Purchasing.**

Department Director Approval: I recommend that competitive procurement be waived and that the service or material described herein be purchased as a sole source.
Signed: _____, _____. <div style="display: flex; justify-content: space-between; width: 100%;"> Department Head Signature Date </div>

Purchasing Approval: Based on the above and attached documents, I have determined this to be a sole source with no other vendor practicably available.
Signed: _____, _____. <div style="display: flex; justify-content: space-between; width: 100%;"> Purchasing Manager Signature Date </div>

Final Authorization City Manager Approval Required (\$25K to \$50K) yes / no
Signed: _____, _____. <div style="display: flex; justify-content: space-between; width: 100%;"> City Manager Signature Date </div>

City Council Approval Required (over \$50K) yes / no
