

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
(INITIAL ALL ENTRIES THAT APPLY)

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: _____, _____
Department Head Signature Date

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: _____, _____
Purchasing Manager Signature Date

Final Authorization
City Manager Approval Required (\$25K to \$50K) yes / no

Signed: _____, _____
City Manager Signature Date

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