



LAKE HAVASU CITY
Sole Source Purchase Justification
Purchases over \$5,000

Department: _____ Contact Name: _____

Division: _____ Contact Phone #: 928-680-5421 Ext. _____

Vendor Name: _____

Commodity (general description): _____

Estimated Dollar Amount (include sales tax, shipping, etc.): _____ Purchase Requisition # _____

IF GREATER THAN \$50,000, Council Approval Date: _____ FPO # _____

SOLE SOURCE PROCEDURE (CITY CODE § 3.10.020.9)

1. To the extent practicable, the using department shall use competitive purchasing procedures and negotiate with the sole source vendor/supplier to obtain contract terms advantageous to the City.
2. A using department seeking authority to award a sole source contract shall attach to this form written documentation, which includes:
 - (a) Reasons the goods or services should be sole sourced;
 - (b) The process for selecting the contractor;
 - (c) A description of competitive purchasing or negotiation that will be used in the process; and
 - (d) Any other factors that support the sole source purchase.
3. Complete documentation of the method used for selection of the contractor shall be included in the file.
4. If the contract is for \$50,000 or less, the City Manager may award the contract. If the contract is for more than \$50,000, the contract shall be submitted to the City Council for approval.

FOR PURCHASING USE ONLY

SOLE SOURCE PURCHASE DETERMINATION

The written findings include sufficient justification that:

- ☒ 1. The efficient utilization of existing goods or service requires the acquisition of compatible goods or services; and
- ☒ 2. Findings that support the conclusion that the goods or services are available from only one source.

Approval of Department Director _____ Reference Council Communication 21-3070 Date _____

Review by Procurement _____ Lynette Singleton Date 11/10/2021

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PROCUREMENT 7/29/16