

Departme	nt: Department Director				
Prenarat	ion Instructions:				
The appro	opriate department representative must complete the sole source form below and forward to artment Director for approval. Upon departmental approval, either attach to your requisition submit to SRC with solicitation documents. Use additional sheets if necessary.				
Doliove Sa	ble Source purchases are exempted from bidding requirements as stated in Section 252 of the				
	vernment Code. State law clarifies sole source as follows:				
	eck the exemption, if no exemption applies contact purchasing to begin competitive process.				
	Items that are available from only one source because of patents, copyrights, secret				
	processes, or natural monopolies;				
	Films, manuscripts, or books;				
	Gas, water, and other utility services;				
Captive replacement parts or components for equipment;					
	Books, papers, and other library materials for a public library that are available only from				
	the persons holding exclusive distribution rights to the materials;				
	researched cooperative contract options for this purchase?				
Trave you	researched cooperative contract options for this purchase:				
Vendor N	ame: Purchase Amount:				
Product P	furchasing:				
	(Please include manufacture numbers if applicable)				
1. W	hat unique features or capabilities does the product or service offer the City?				
	Thy are these unique features or characteristics essential and necessary to meet the City's seeds?				

	has been performed to ensure to instance, list other product eptable.		_
(Please enter any	eing taken to foster competitio y asset life information here – and the plan for replacement.)	when and how original	
Approved:			
Department Director		Date	
Purchasing Manager		Date	_
Purchasing Manager's n	notes		