

SOLE SOURCE - PURCHASING EXCEPTION REQUEST FORM

(For all service agreements or any material purchases greater than \$20,000)

Per **BMC 3.08.070.c**, the City may procure supplies or services provided that the purchasing officer determines one of the below circumstances are met in regards to the following items:

1. Item(s) to be purchased:

2. Please provide explanation as to why vendor is the only one able to provide the requested goods or services in relation to the selected reason below:

Per BMC: "Sole source procurement" means an award for a commodity or service to the only known capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions. Please select the option that most closely explains the reason for this purchase exception:

☐	Specialty	Only known manufacturer of this product.
☐	No Substitute	The requested product has unique design/performance specification or quality requirements which are essential to department operations and not available in comparable products.
☐	Compatibility	The requested product is an integral repair part or accessory compatible with existing equipment and the item/service can be obtained from only one vendor.
☐	Software Upgrade	Upgrade to existing software. Available only from the producer of this software.
☐	Emergency	An emergency requires that an emergency purchase be placed with the nearest/quickest available source of supply.
☐	Special Training	The requested product is one with which staff have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.
☐	Other	Please explain:

3. I affirm this request conforms with BMC 3.08.070.c.

Completed by: _____ Department: _____

For Requests over \$50,000 City Manager approval is required:

City Manager

Date

For Requests over \$100,000 City Council approval is required. (\$200,000 for Public Works)