

This form must be used as justification for a purchase from a sole and single source without open competition when the purchase is \$ ,00 or above. Sole and single source are not to be utilized to circumvent p U R F X U H P H Q W 6 H U Y L F H V procedures. They are to be used only as an exception when all attempts to pursue competitive p U R F X U H P H Q W 6 H U Y L F H V have failed. Pricing cannot be the only ju V fication for a sole and single source purchase.

FORM MUST BE SUBMITTED TO THE APPROPRIATE BUYER IN 3 5 2 & 8 5 ( 0 8 5 ( 0 l b y ö 0 P m ü b Y Z b \ V C R E A T I O N O F x j ) € 0 6 ß ; D

Department Name:

ected:

Description of item(s) and/or service(s):

Please select one:

Sole Source

A sole source is defined as the only available and capable vendor that can provide the item(s) and/or service required.

Single Source

A single source is defined as choosing one vendor over others for legitimate reasons when a minimum of 3 vendors can provide the same item(s) and/or service(s).

JUSTIFICATION (Select all that apply):

Only known vendor. List the vendors that were contacted below and the specific reasons why each was not a feasible source.

Vendor proprietary item. The selected vendor is the only manufacturer of this item. List the reasons why no substitute item can be used.

Grant or contract required. Provide a copy of the contract or grant page which requires this source. For example, a customer letter, memo or email specifically directing this vendor.

Other. Please explain.

Emergency:

Repair parts (provide cost b.06 Td -3 ( tD c)5 6 (2-3 (e)-3 (v)73 (s)- vc)7 (i)9 (d)-3 (e)-3 ( c)5T.04 8.04 re S EMC lly dicD24- 25j ET 8Td ( )

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150 West University Boulevard, Melbourne, FL 32901 321-674-8110 † ) D †

