NORTH DAVIS SEWER DISTRICT

Sole Source Procurement Checksheet

Date: January 8, 2019

Submit Form

Post the following on District Website: (seven consecutive days before purchase, except emergency purchases)

North Davis Sewer District hereby gives
Notice of Sole Source Procurement of

Cityworks / Azteca Systems

1. Description of item to be procured by Sole Source:

   The item(s) to be sole source purchased by the District is (are) described as follows:
   Cityworks software used by the Collections Department.

2. District contact to obtain information about the sole source procurement and answer questions:

   To obtain additional information about this purchase contact Jason Stansifeld at
   (801) 825-0712

3. Earliest date that the Sole Source procurement will be made: January 15, 2019

4. Reason for using Sole Source method of procurement:

   - [x] a. Only one source exists
   - [ ] b. Compatibility of equipment, technology, software, accessories, parts, or service
   - [ ] c. Use for trial or testing
   - [ ] d. Transitional costs to change to new equipment etc. are unreasonable
   - [ ] e. Other Best interest of the District

5. Length of time for Sole Sourcing this item:

   One year

6. Comments:

   Single purchase or bid out for one year etc.

7. Dates posted: Begin Date: January 8, 2019

   End Date: January 15, 2019

Approvals:

Above information posted on website by: Jason Stansfield

Approval by Purchasing Agent: Jason Stansfield — Digitally signed by Jason Stansfield Date: 2019.01.08 08:12:51 -07'00' — Date:

Approval by District Manager: Kevin Cowan — Digitally signed by Kevin Cowan DN: cn=Kevin Cowan, o=North Davis Sewer District, ou, email=kcowan@ndsd.org, c=US Date: 2019.01.08 12:48:59 -07'00' — Date: