NORTH DAVIS SEWER DISTRICT

Sole Source Procurement Checksheet

Date: January 3, 2018

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

ColumbiaSoft (Document Locator)

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:
   Document Locator is a document management system that the District Laboratory uses to organize and keep secure its documents

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

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

3. Earliest date that the Sole Source procurement will be made:

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:

   Single purchase or bid out for one year etc.

6. Comments:

   Single purchase or bid out for one year etc.

7. Dates posted: Begin Date: January 3, 2018

   End Date: January 10, 2018

Approvals:

Above information posted on website by: Jason Stansfield

Approval by Purchasing Agent: Jason Stansfield Date: 1/3/18

Approval by District Manager: Kevin Cowan Date: 1/3/18