



# Sole Source Procurement Checklist

Date:

**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

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

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

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

4. Reason for using Sole Source method of procurement:

- 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

5. Length of time for Sole Sourcing this item:

6. Comments:

7. Dates posted:

Begin Date:

End Date:

### Approvals:

Above information posted on website by:

Approval by Purchasing Agent

Digitally signed by Myron Bachman  
DN: cn=Myron Bachman, o=NDS, ou, email=mbachman@ndsd.org, c=US  
Date: 2018.01.02 10:06:05 -0700

Date:

Approval by District Manager

Digitally signed by Kevin Cowan  
DN: cn=Kevin Cowan, o=North Davis Sewer, ou=District Manager, email=kevcowan@ndsd.org, c=US  
Date: 2018.01.03 10:27:12 -0700

Date: