



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 _____

Date: _____

Approval by District Manager _____

Date: _____