



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 Huber Step Screen, Wash Press, and snail Washer Parts

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

All lamina, Gaskets, Seals, Brushes, Bearings and other proprietary parts needed to maintain and repair all Huber equipment.

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

To obtain additional information about this purchase contact Myron Bachman at (801) 825-0712 or 801/728/6830 Direct.

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:

This sole source procurement will be valid until December 31, 2018

6. Comments:

Due to proprietary equipment there is only one source for parts. There will be multiple purchases throughout year.

7. Dates posted:

Begin Date:

End Date:

Approvals:

Above information posted on website by:

Approval by Purchasing Agent

Date:

Approval by District Manager

Date: