



## Sole Source Checklist up to \$50,000

Item to be purchased: \_\_\_\_\_

Account Number: \_\_\_\_\_

City of Minot Project #: \_\_\_\_\_

### Purchasing Agent

**Check which instance is applicable for the sole source purchase:**

Material, product, or item is regarded as one-of-a-kind.

The item or product is a manufacturer direct sale with no distributors.

The item or product is a patented or proprietary item.

The purchase is necessary for repairing or replacing parts or components of existing City assets or equipment.

**Explanation for why the goods are the only goods that meet the department needs:**

**Why is the vendor the only practicable source available from which to obtain the required goods?**

**Explanation as to whether the proposed price is fair and reasonable:**

**Explanation that a particular supplier or service is required to standardize or maintain standardization with the department for purposes or reducing financial expenses or simplifying administration:**

**Explanation that a particular supplier or vendor is required to be used to match equipment, materials, or supplies currently in use:**

<b>Explanation of whether the vendor possesses exclusive and/or predominant capabilities or the items contained a patented feature providing superior utility not obtainable from similar products:</b>
<b>Department Head Approval:</b>
<b>Purchasing Office</b>
<b>Are all requirements met?    Yes       No</b>
<b>Approvals</b>
<b>City Manager/Finance Director Approval:</b>
<b>Purchasing Agent completes purchase. Include copy of sole source purchase approval with invoice for payment.</b>

---