



## 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:

**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:**

**Department Head Approval:**

**Purchasing Office**

**Are all requirements met? Yes      No**

**Approvals**

**City Manager/Finance Director Approval:**

**Purchasing Agent completes purchase. Include copy of sole source purchase approval with invoice for payment.**