



# City of Yakima

## SOLE/SINGLE SOURCE JUSTIFICATION

Revised February 2023

Your Name	Your Department/Division
Your Phone	Requisition Number
Requested Vendor	Cost Estimate (Including TAX)
Vendor's Address City, State & Zip	Vendor e-mail & Website
Vendor Contact Name	Vendor Phone

1. ARE FEDERAL FUNDS BEING USED?  YES  NO

**If Federal Funds are being used, a Cost Price Analysis, prior to requesting Sole Source, MUST also be attached. (See City Purchasing Manual for form) and a SAM check must be performed before purchase is made.**

2. What are you purchasing? Describe product, service or system. Attach all information (Quotes, etc.).

**\*\*\* Below are eligible reasons for sole source. Check all boxes below that apply to your sole source situation and attach any useful documents to justify the sole source. List who you contacted, what they said and how you verified their accuracy.**

- Compatibility/Standardization to existing City standard or to existing equipment, inventory, systems, data, programs or service.** Describe. List efforts to find other sources (attach documentation, e.g. Internet Screenshots, etc.).
- Patented Product.** Attach documentation to confirm propriety (patent letter, etc.) and describe why the patented features are critical to your operation.
- Only Authorized Service Provider, Repair and/or Warranty Services.** Attach proof in writing from the MANUFACTURER (not the vendor) confirming there is only one dealer authorized to sell/service in our area.
- Unique design:** Requires unique features that are essential, aesthetic requirements, or not possible to match to existing design or equipment. Document the unique specifications that are needed which drove the research in finding a product that fits the specific needs of your department. Explain why these features are critical to your operation.

**Is written certification attached?**  YES  NO

- Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before and entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately), or only one supplier can meet required delivery date (describe why the delivery date is critical and list efforts to find other suppliers to meet the delivery date).
- Other** Please Describe

3. **Is this product/service available only through one vendor?**       YES       NO  
 If yes, attach documentation that supports the screening process you performed to confirm. (e.g. Internet Screenshots, etc.)

4. **Is this a one-time purchase?**       YES       NO  
 If NO, explain.

5. **Why is this a sole source vendor?**  
 (tell the story).

6. **What efforts were made to assure the City is receiving the lowest or best price possible?**  
 Describe and attach a document showing due diligence.

**STATEMENT OF NEED/CONFLICT OF INTEREST**

My division's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Signature of Requester:	Date
Signature of Division Manger:	Date
Signature of Department Head:	Date
Signature of Purchasing Manager:	Date
Signature of Director of Finance and Budget:	Date
Signature of City Manager:	Date

**Please complete entire form and forward to Purchasing.**

## Additional Information