

Sole Source Memo

Date _____

To: Shana Yelverton, City Manager

From:

Subject: Sole Source Purchase Letter for

This memo is to obtain authorization of a Sole Source Purchase. This memo details the Sole Source request.

This is a sole source because: (Check all that apply)

_____ One-of-a-kind – there is no competitive alternative on the market

_____ Compatibility – must match existing brand or equipment for compatibility

_____ Replacement part – for a specific brand of existing equipment

_____ Unique design – must meet physical design or quality requirements

_____ Other - _____

Describe the purpose of the purchase of goods or services and why this is a sole source: _____

Staff Recommendation:

The recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City of Southlake.

_____ Vendor Sole Source Letter Attached *(Required)

This sole source procurement request is accurate and complete to the best of my knowledge and belief.

Director Approval _____

Based upon the above, I authorize the sole source acquisition of the goods or services specified.

Approved _____ Date _____

Shana Yelverton, City Manager