

# Lucas County Commissioners' Sole Source Request Justification

FOR NONCOMPETITIVE PURCHASES OVER \$1,000 \*\*ORC. 307.86(B)(1)\*\*

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. "Sole" means "the one and only." Sole Source procurement is procuring a product or service without competition.

Manager approval is required to initiate a sole/single source procurement action:

Requester's Name/Email/Telephone #: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

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## Approver's Information

Approver Name: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Does the supplier sell the item(s) through distributors: ☐ Yes ☐ No

If yes, please have the supplier provide a list of authorized distributors (list here):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain why this distributor was selected:

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## Supplier Information

The sole/single procurement action is with the following supplier:

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

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**\*\*REASON FOR SOLE SOURCE PROCUREMENT\*\*MUST BE COMPLETED BY DEPARTMENT\*\***  
PLEASE ANSWER THE FOLLOWING BY INDICATING "YES" OR "NO"

To be compatible: ☐ Yes ☐ No As a spare or replacement: ☐ Yes ☐ No

Repair or modification of existing: ☐ Yes ☐ No Regional distributor: ☐ Yes ☐ No

Is verification from distributor/manufacturer/supplier available (if yes, please attach): ☐ Yes ☐ No