

CITY OF SOMERVILLE
PURCHASING DEPARTMENT

SOLE SOURCE REQUEST AND DECLARATION
FROM _____ DEPARTMENT

Vendor's Name: _____

Address: _____

Telephone No. _____ Fax No. _____

Please describe the supply/service and the amount of purchase. Except for procurement of library books and school textbooks, educational programs, educational courses, educational curricula in any media including software, newspapers, serials, periodicals, audiovisual materials or software maintenance, sole source procurement must be for an amount up to \$50,000. Amount may not exceed \$50,000.

Amount: _____

Start Date: _____ End Date: _____

Please describe your efforts to conduct a reasonable investigation into whether there is another practicable source for this supply/service (attach additional pages if necessary)

Please state the reason for your determination that the above vendor is the only practicable source

Department Head Signature

Date

Whereas, the Procurement Officer, after reasonable investigation, finds that the above Vendor is the only practicable source for the above supplies/services, and: Now therefore, the Procurement Officer authorizes the _____ Department to purchase the above as sole source procurement under G.L. c.30B, S7

Angela M. Allen, Purchasing Director

Date