



## CITY OF CORAL GABLES

405 Biltmore Way  
Coral Gables, FL 33134  
(305) 460-5102

### Finance Department / Procurement Division Request for Sole Source Procurement (Over \$25,000 requires Commission approval)

**Section 2-689** A contract may be awarded without competitive bids or proposals when the Procurement Officer, after conducting a good faith review of all available sources, determines in writing, pursuant to a written request from a department head, that the contract by its very nature is not suitable to competitive bids or proposals, as there is only one source for the required supply, service or construction item capable of fulfilling the needs of the city.

CONTRACT ID: \_\_\_\_\_

#### PART I: Department/Vendor Information

Division/ Department	Dept. Contact	Requisition No.
Suggested Vendor	Service/Item Description	Value

#### PART II: Explanation (Supporting documentation must be attached)

Sole Source Justification	
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\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*