



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