



**CITY OF SAN JUAN
SOLE SOURCE / EMERGENCY PURCHASE FORM**

This form must be completed and attached to any requisition with only one vendor quotation.

Explanation of Purchase from a Sole Source

This purchase is from a sole source for the following reason(s) (check all that apply):

- There is no competitive product/service. The good/service is a one-of-a-kind or patented product, a copyrighted publication available from only one source, or a unique item such as an art work. An item that is manufactured by a company and sold through several distributors is not a sole source since quotations can be obtained through several distributors.
- The product/service is only available from a regulated or natural monopoly. For example, utilities, gravel from the only pit in the area, or some similar situation.
- The product/service is a component of an existing system that is only available from one supplier. The replacement of a component or a repair part may only be available from the original supplier.

Explanation of an Emergency Purchase

This form should be completed and attached to all requisitions where the purchase was an emergency and three quotes were not obtained.

This purchase was considered an emergency for the following reason(s) (check all that apply):

- Public calamity: The prompt purchase of items was required to provide for the needs of the public or to preserve the property of the City of San Juan;
- The item was necessary to preserve or protect the public health or safety of residents of the City of San Juan.
- The item was made necessary by unforeseen damage to public property.
- The item had to be dismantled in order for a vendor to make an estimate.

Director's Signature: _____ **Date:** _____

FOR PURCHASING DIVISION USE ONLY:

Requisition No. _____ Purchase Order No. _____