RACINE COUNTY
SOLE SOURCE REQUEST

TO: Jonathan Delagrave, County Executive VIA: Purchasing Coordinator

FROM: _____

DATE: _____

RE: VENDOR#: _____VENDOR:_____

(Note: See details in Procurement Policy Section 7-302. Sole Source procurement/pre-qualification)

Provide details and a general description of what will be purchased and why it needs to be a sole source purchase (check one):

☐A valid reason to purchase from one source.
☐Only one source is available for the required goods or services.
☐Aesthetic or artistic reasons preclude competitive bidding.

☐ One time purchase ☐ Ongoing purchases

Explain:

I affirm that the above information is true and accurate.

_____
(Signature)

_____
(Print Name)

Endorsements

___ Recommended ___ Not Recommended

by: _____ Date: _____
Purchasing Manager

Approved by: _____ Date: _____
County Executive