

	<b>SINGLE SOURCING POLICY</b>	<b>Approval Date</b> 10/22/12
	<b>DIVISION AND POLICY NUMBER</b> <b>PURCHASING - 1080</b>	<b>Revision Date</b> 8/26/14

**PURPOSE:**

To define the single source process identifies one vendor or manufacturer as the only viable entity from which to purchase the commodity or service. This process supersedes all bidding requirements.

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED:** All

**POLICY:**

The Board of County Commissioners (BOCC) may authorize a Single Source purchase under the following circumstances:

1. When the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to Adams County.
2. Emergency purchases where the well-being of the citizens, employees or Adams County property may be endangered if the purchase is delayed.
3. Where Adams County currently has a contract in place with a vendor for like products or services.
4. Use of this exception requires the recommendation of one of the following: the Elected Official, Department Director, Deputy or County Manager in accordance with the value of the purchase and Adams County Approval Authority Policy #1010.

**PROCEDURE:**

The Department must provide written single source justification to the Purchasing Division for review, see Appendix E. Use the Alternative Source Election Form Appendix F to determine a single source not found in Appendix E.

1. The Purchasing Manager or their authorized designee shall review the justification and work with the requesting Elected Official or Department to assure that a single source is in the best interest of Adams County and does not violate the policies and procedures that have been adopted by Adams County.
2. Once the single source justification has been completed the Purchasing representative shall forward the document to Adams County Manager who may choose to present the request to the BOCC for review and approval or denial.

3. Upon approval the issue may be required to appear on the agenda for Public Hearing or placed on the consent calendar.
4. Once approved Purchasing Division shall process the purchase.
  - 4.1. If bonding is required the Contractor shall secure a Performance Bond and a Payment Bond each in the amount of one hundred percent (100%) of the Agreement price with a corporate surety approved by Adams County and licensed to do business in the State of Colorado, said bonds to be released at the sole discretion of Adams County.
  - 4.2. The Contractor shall provide insurance as stated in Appendix L.
5. In the event of a declared Disaster/Emergency this Policy shall be suspended and Policy #1015 shall replace these procedures.

Single Source providers will be posted on the Adams County website for all interested parties to see. A list of current single source providers is available in Appendix J.

**EXCEPTIONS:**

See Policy #1010 for exceptions to this and other purchasing policies for legal services for the County Attorney's Office and legal services for prosecutorial related cases for the District Attorney's Office.

There are no other defined exceptions to this Policy other than previously stated.