

# CLAY COUNTY, FLORIDA

## Single/Sole Source Request

Supplier: Election Systems & Software, LLC.

Goods/Services: Tabulation Hardware, Software & Election Services

Estimated annual expenditure for the above goods or service: \$ 942,975.00

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Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (more than one entry may apply).

1. \_\_\_\_\_ SINGLE/SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's written certification as to single/sole source.)
2. \_\_\_\_\_ SINGLE/SOLE SOURCE REQUEST IS FOR THE ONLY REGIONAL DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors.)
3.  X  \_\_\_\_\_ THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Attach memorandum describing basis for this request.)
4. \_\_\_\_\_ THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum describing basis for this request.)
5.  X  \_\_\_\_\_ THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for this request.)
6. \_\_\_\_\_ NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SINGLE/SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that the vendor identified as the supplier of the goods or services described herein be authorized and approved as a single/sole source provider.

Chris Chambless, Clay County Supervisor of Elections

\_\_\_\_\_  
DEPARTMENT/DIVISION SIGNATURE

\_\_\_\_\_  
DEPT./DIV.

\_\_\_\_\_  
COUNTY MANAGER SIGNATURE

\_\_\_\_\_  
DATE

*For any anticipated Single Source or Sole Source purchases in an amount equal to or greater than \$50,000, a Notice of Intent to Single/Sole Source shall be posted on the County's website for at least seven (7) Business Days. If it is determined after reviewing information received from prospective Vendors that the Goods or Services are available only from a Single/Sole Source, a Notice of Intended Decision to Enter a Single/Sole Source Purchase shall be posted and brought before the Finance and Audit Committee for a recommendation to the Board.*

(PURCHASING USE ONLY)      SINGLE/SOLE SOURCE AUTHORIZATION

NOTICE OF INTENT DATE: \_\_\_\_\_

BCC APPROVAL DATE: \_\_\_\_\_