



### SOLE SOURCE JUSTIFICATION

VENDOR NAME:

Hach

This form must accompany the purchase document whenever an exception to the competitive bidding or internal purchasing process is requested. State and local laws subjects the City of Allen to competitive bidding rules. Sole Source is the selection of one particular supplier to the exclusion of all others. This decision may be based on lack of competition, proprietary technology, copyright or a supplier's unique capability. The Purchasing Manager or authorized designee will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

Please check all applicable categories and provide additional information where indicated.

- ☒ The requested product is an integral repair part or accessory compatible with existing equipment.
- ☒ The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- ☒ Repair/Maintenance service is available only from manufacturer or designated service representative.
- ☒ Upgrade to or enhancement of existing software is available only from one manufacturer.
- ☒ Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.

Provide a detailed exception and attach supporting documentation:

chemicals for water testing

---

---

---

---

---

---

---

I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Paul McInnis 10/4/16  
Signature/Date

PAUL McINNIS  
Printed Name

Water  
Department Name

Logan  
Title

---

**PURCHASING APPROVALS**

Contract Specialist/Buyer Approval

Date

Debra Monis

October 6, 2016

Purchasing Manager Approval

Date