



Sole Source Affidavit

Under the requirement of The University of West Florida (UWF) Reg 6.006, the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Vendor Name _____

Vendor Address _____

Vendor Phone _____ Vendor FAX _____ Value of Order
or Contract _____

Describe briefly, in lay language, what the Item/service is and how it is to be used.

Why is this product required over any other product? What does this product provide that other products cannot? Why is this product so unique that it is considered a sole source?

If available from other dealers or distributors, why are you requesting this item to be considered a sole source purchase and not biddable?

- | | | |
|------------------------------|-----------------------------|--|
| ☐ Yes | ☐ No | Is this product or service being purchased from the manufacturer? |
| ☐ Yes | ☐ No | Is this manufacturer the sole distributor? |
| ☐ Yes | ☐ No | Does the manufacturer have dealers or distributors that can also supply this product or service to the University? |
| ☐ Yes | ☐ No | In your expert opinion, is the price reasonable and competitive with other similar equipment and/or services? |

STATEMENT OF NO CONFLICT OF INTEREST

I/We, as a UWF employee(s) taking part in the development of this affidavit, attest that I/We am/are independent of, and have no conflict of interest in, the entities to which this non-competitive award is made.

DEPARTMENT APPROVAL

I/We, the undersigned certify the above to be true and correct to the best of my/our knowledge and belief and the user and/or undersigned does not have a financial interest in the above named vendor.

Requestor's Signature _____ Title _____ Date _____

Dept. Head/Chair/Dean's Signature _____ Title _____ Date _____

Procurement & Contracts - Administrative Review and Routing

Procurement Director's Signature _____ Title _____ Date _____

*VP for Finance and Administration's Signature _____ Title _____ Date _____

*\$250,000.00+, Approval by VP for Finance and Administration

PURCHASES COSTING \$150,000+ Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with Board of Governors (BOG) Reg 18.002 and 18.003 shall constitute a waiver of protest proceedings

Public Posting Dates: Start Date _____ End Date _____