**SOLE-SOURCE EXCEPTION MEMORANDUM**

*For exemption from the requirements of General Statute Chapter 143 Article 8 Public Contracts.*

*Applicable to the purchase of apparatus, supplies, materials, or equipment only.*

Chapter 143-129 of the North Carolina General Statutes requires competitive bidding for formal purchases above $90,000.00, and Town of Holly Springs Purchasing Policy requires the same for purchases between $30,000.00 and up to $90,000.00.

Alternatively, G.S. 143-129(e)(6) permits an exception to the requirements of Article 8 for purchases of apparatus, supplies, materials, or equipment if one of the below conditions are met:

1. performance or price competition for a product are not available;
2. a needed product is available from only one source of supply; or
3. standardization or compatibility is the overriding consideration.

Use of the exception under G.S. 143-129(e)(6) requires Town Council approval of the sole-source purchase(s) prior to the award of the contract/purchase.

Justification to apply G.S. 143-129(e)(6) sole-source exception:

Vendor: [full legal name, including dba, of sole-source vendor]

[Vendor Address]

Purchase: [short description of the apparatus, supplies, materials, or equipment]

[In this space, provide detailed reasoning to justify why this vendor is the sole source for this purchase. Describe the item and its function, the reason why the product or service is the only product or service that can satisfy your requirements, why alternatives are unacceptable, etc. Be specific with regard to specifications, features, characteristics, requirements, capabilities and compatibility. Attach additional pages if necessary.]

Authorization to apply the G.S. 143-129(e)(6) sole-source exception for the above referenced purchase:

Agenda Item #: \_\_\_\_\_\_\_\_

Date Approved by Town Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Linda McKinney, Town Clerk