**University of Missouri System**

**Request for Sole Source for Construction**

**July 2024**

Specifying a sole source for materials, equipment or services in the construction bidding process is against University policy and is generally not allowed. However, there are circumstances where sole sourcing is in the best interest of the University. In those situations, a completed Request for Sole Source for Construction form must be submitted to the Director of Planning, Design and Construction (PDC) for approval. The PDC director must approve the sole source prior to its submission to the Executive Director of Facilities Planning and Development (FPD). Once approved by the FPD Director, the sole source item can be included in the contract documents. The following information shall be provided as early in the design process as possible.

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| --- | --- | --- | --- | --- |
| Project # |  |  | Project Name |  |
| Requester Name |  |  | Requestor Title |  |
| Requester Phone |  |  | Date |  |

Material, Equipment or Service Requested as Sole Source: (include specific information on manufacturer, distributor, item’s intended purpose and location of installation, attach documents as required)

|  |  |
| --- | --- |
| Approximate Value of Sole Source |  |
| Reason for sole source (check one then explain) | Appearance |  | Standardized Product |  |
| Explanation: |  |
| Compatibility w/ Existing | Serviceability |  | Operation Cost |  | No Equals |  | Other |  |
|  |  |
| Reason this purchase is unique: |
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|  |  |
| How will the sole source purchase be executed to ensure reasonable pricing? |  |
|  |

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| --- | --- |
| Other Comments: |  |
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| --- | --- | --- | --- |
| Requester Signature |  | Date |  |
| Request Approved |  | Request Denied |  |
| PDC Director Signature  |  | Date |  |

Comments:

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| Request Approved |  | Request Denied |  |
| FPD Executive Director Signature  |  | Date |  |
|  |  |

Comments:

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