

Instructions for Sole Source Affidavit

- ✓ Applicable to: Vendors requesting to become a Sole Source Vendor
- ✓ Criteria: In order to become a Sole Source Vendor, you must meet the Texas Education Code Statute Number 44.031 (j) Sole Source, as described below.

Selected purchases may be exempt from competitive procurement if they meet the established criteria for a sole source purchase:

- *an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;*
 - *a film, manuscript, or book;*
 - *a utility service, including electricity, gas, or water; and*
 - *a captive replacement part or component for equipment.*
 - *sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.*
- ✓ Information must be mailed to: In order to do business with the District as a Sole Source Vendor, PISD must receive a notarized Sole Source Affidavit along with proof of your company being sole source. Please mail this information to:

Pasadena ISD
Attn: Purchasing Office
1515 Cherrybrook Lane
Suite B-107
Pasadena, Texas 77502

- ✓ PISD Purchasing Department reserves the right to decide if your company is indeed a qualified Sole Source Vendor for the District.

PASADENA ISD SOLE SOURCE AFFIDAVIT

Before me, on this date of _____, the undersigned official, personally appeared, a person known to me to be the person whose signature appears below, whom after being duly sworn upon his oath deposed and said:

1. My name is _____, I am over the age of 18, have never been convicted of a crime and being competent to make the affidavit.
2. I am an authorized representative of the following company or firm:

3. The above named company or firm is the sole source of the following item(s) or product(s), and no other company or firm in the United States of America sells or distributes the product(s) listed below:

4. Competition in providing the above named item(s) or product(s) is precluded by the existence of a
☐ patent ☐ copyright ☐ secret process ☐ monopoly ☐ not applicable
5. The product is a ☐ film ☐ manuscript ☐ book ☐ utility service (including electricity, gas, or water) ☐ a captive replacement part or component for equipment ☐ none of the above
6. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above named item(s) or product(s) because of exclusive distribution or marketing rights.

Signature of Authorized Vendor Official

Title of Authorized Vendor Official

Signature of Supervisor of Vendor Official

Title of Supervisor of Vendor Official

Company: _____ Contact Person: _____

Address: _____

City, State, and Zip: _____

Telephone Number: _____ Fax: _____

Affidavit will be valid for two (2) years from date subscribed and sworn.

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____.

(SEAL)

Notary Public Signature

Printed Name

Date Commission Expires

Approved by PISD Purchasing Department	Date