

WILLIS INDEPENDENT SCHOOL DISTRICT



Request for Sole Source Affidavit

For a claim of sole source, the requesting vendor must provide the information below and affirm by signature, that the product(s) being offered meets the requirements of the law. For questions or clarification of the sole source process, call the Purchasing Department at 936-890-1112. The Willis Independent School District Purchasing Office shall be the sole determinant as to applicability and approval of an application and the products/services offered. **DO NOT FAX THIS FORM.** An original (Notarized) copy must be sent to:

Willis ISD Purchasing Department, 204 West Rogers, Willis, TX 77378

Vendor Justification and Affirmation

Sole Source Vendor Contact Information

Company: _____ Contact Person: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____ Web Site: _____

I have carefully reviewed the Texas Education Code, Section 44.031 and hereby certify that our company meets and complies with Section (j) of the aforementioned code for the sale of the product(s) or service described below. NOTE: If the space below does not provide enough space to thoroughly describe all products or services, you may submit additional documents.

The product(s) above meets one (1) of the descriptions below (check the appropriate statement – failure to check one will disqualify the approval):

____ An item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;

____ A film, manuscript, or book;

____ A utility service, including electricity, gas, or water; or

____ A captive replacement part or component for equipment.

By signature below, I, an authorized representative of the company listed above, affirm that 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 source for the above named item(s) or product(s) due to exclusive distribution or marketing rights. I also understand that by falsifying the claim of sole source will remove my company from the Willis ISD vendors list for a period not to exceed two (2) years. We further certify that pricing offered to the Willis ISD is the lowest pricing available to similar customers.

Authorized Signature Title Date

Notary Public Requirement

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

Notary Public, State of _____, county of _____ Date Commission Expires _____

Notary Signature

(SEAL)

Notary Printed Name