

would do this on a three-month trial basis. The committee concurred with the County Administrator's recommendation on how to address sole source purchases.

The meeting adjourned at 10:14 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval

Meeting Dated 6/13/18

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$408,980.93	6/13/18
SOLID WASTE	\$2,000.00	6/13/18
CAR POOL	\$10,803.27	6/13/18
COUNTY ROAD	\$125,143.55	6/13/18
COUNTY ROAD MACHINERY	\$86,662.19	6/13/18
SEWER DIST NO 1	\$87.50	6/13/18
SEWER DIST NO 2	\$10,624.92	6/13/18
CAPITAL CONSTRUCTION	\$303,480.80	6/13/18
<u>Workers Compensation</u>	\$0	6/13/18
<u>Health/Dental(MS)</u>	\$0	6/13/18
<u>TOTAL ALL FUNDS</u>	<u>\$947,783.16</u>	

SPECIAL AUDIT PAID 05/01/18

GENERAL	\$38,574.08	6/1/18
CAR POOL	\$479.84	6/1/18
COUNTY ROAD	\$0	6/1/18
COUNTY ROAD MACHINERY	\$2,630.86	6/1/18
SEWER DIST NO 1	\$47.39	6/1/18
SEWER DIST NO 2	\$5,875.16	6/1/18
<u>TOTAL</u>	<u>\$47,607.33</u>	

PRELIMINARY TOTAL AMOUNT PAID OUT OF AUDIT

WITH APPROVAL OF COUNTY AUDITOR

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,119,018.45</u>	5/16/18-6/12/18
<u>Grand Total Presented to Audit Committee</u>	<u>\$2,114,408.94</u>	6/13/18

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE = 599

(DATE)

RE: Sole Source Vendor

To whom it may concern:

This letter is to confirm that (PRODUCT NAME) is a sole source product, manufactured, sold and distributed exclusively by (COMPANY NAME). No division of (COMPANY NAME), nor any other company, makes a similar or competing product. This product must be purchased directly by organizations from (COMPANY NAME) at the address listed above. There are no agents or dealers authorized to represent this product.

The following are the sole source reason(s): (all that apply are marked)

- The vendor is manufacturer of the product and has no distributors. (Manufacturer's letter as documentation is attached)
- The vendor is the only reseller of the manufacturer's product in this geographic region. (Manufacturer's letter as documentation is attached)
- Item to be purchased is a supply for equipment which is under warranty, and use of any product other than specified will void the warranty. (Copy of warranty with such requirement highlighted is attached)
- Product is patented. (Provide patent number and patent documentation.)
- Item is proprietary and is additional product or software which must work with an existing system. (Provide letter of documentation from system manufacturer.)
- Other (Provide a statement on a separate page with detailed documentation.)

There is 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.

If you desire additional information, please do not hesitate to contact me at (YOUR PHONE NUMBER) at any time, or visit our website at (YOUR WEBSITE ADDRESS). Thank you for your interest in our products.

Sincerely,

(YOUR NAME)
(YOUR TITLE)

*****Please modify above language as necessary to describe how your organization qualifies to be a sole source vendor. PLEASE PRINT ON YOUR COMPANY LETTERHEAD, AND REMOVE THESE LINES FROM YOUR FINAL VERSION*****