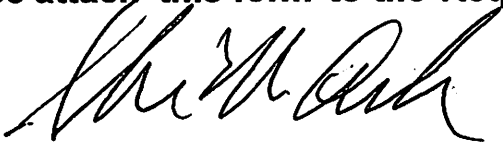


**Please attach this form to the Requisition and forward to Purchasing.**

Signature:

A handwritten signature in black ink, appearing to be 'S. M. Park', written over a faint, illegible background.

Date: 4/15/2024

# Sole Source Procurement Instructions

**Department:** Transportation

**Date:** 4/15/2024

**Vendor:** Carter Machinery

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

This is a piece of equipment that was originally purchased from Carter Machinery. They have serviced the equipment from new. They have the familiarity with the equipment to complete the job in the timeliest fashion. This is an essential piece of equipment for the department.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

They have serviced the equipment since it was new. Since the equipment was procured through the vendor and they have all the tools, knowledge and experience to complete the job in a timely, safe and proper manner.

3. Explain why the price is considered reasonable.

We had previously agreed on a deal to purchase the hydraulic quick coupler from them since the department had broken so many of the manual style due to how many times they must change the bucket. The agreement was if we purchased the coupler and tracks, they would discount the tracks 15% and charge no additional labor to install them.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

I doing research, I felt that the savings by bundling the purchases together saved the citizens a significant amount of money.