

Sole Source Procurement Instructions

Department: Transportation

Date: 7/08/2025

Vendor: Kingmor Supply INC

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.

Kingmor Supply is the only company in the area that will come on site during off hours (weekend) to make the make the repairs needed to the entire fleet at once while they are not in service.

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

Kingmor Supply makes all the covers needed at their facility and has all the parts needed for repair on hand allowing for one day completion. Thus, eliminating the need to order parts or future trips to complete repairs. Kingmor Supply s the only vendor offering on-site services in our area.

3. Explain why the price is considered reasonable.

Kingmor Supply manufactures their own materials, reducing cost of parts and they are a local business, eliminating cost for travel time and mileage as well as freight charges. We have a representative of the Central Garage monitoring the inspections, ensuring that repairs made to seats that are damaged or worn out.

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

I have checked with other bus dealers, no one will come to our site and service our entire fleet. No other dealers have the available resources available to perform this service on-site.

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

Signature: _____



Date: _____

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