

## Sole Source Procurement Instructions

Department: Public Works (Traffic)

Date: 7-11-2025

Vendor: Mobotrex

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 an upgraded Encom radio system and the only radio that works with our current broadband radio network. This radio is needed to upgrade some of our failing radios in the field. Without these replacement radios our communication network to our traffic signal will not function.

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

Mobotrex is the only vendor that can provide the Encom radio systems.


3. Explain why the price is considered reasonable.

After looking into replacing this system with a fiber network we found that a fiber network would cost 2.5 times the cost of the radio upgrades. Prices on this radio system have not changed much over the last 12 years.

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

Mobotrex is the only vendor that can provide the Encom radio systems.

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

Signature: Shawn Adams  Date: 7-11-25