

# Sole Source Procurement Instructions

Department: ECC

Date: 3/11/2014

Vendor: AECOM (CTA)

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.

Vendor is needed to perform radio frequency and tower structural analysis at the request of Rockingham County Board of Supervisor in conjunction with a special use permit. HRECC Administrative Board has approved the purchase.

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

Original consultant for radio site development. Vendor has prior site development and the HRECC system design knowledge. Required to perform needed analysis.

3. Explain why the price is considered reasonable.

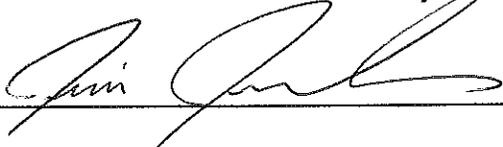
Same billable hours rate as used in the past.

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

Performed pre-study work in house to minimize overall cost of consultant services.

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

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

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