

# Sole Source Procurement Instructions

**Department:** Public Utilities

**Date:** 12-15-2014

**Vendor:** Atlantic Utility Solutions

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.

The City of Harrisonburg, Public Utilities only uses Sensus products as far as MXU's due to only one compatible at this time.

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

The availability to purchase used MXU's and not new ones.

3. Explain why the price is considered reasonable.

We have the opportunity to buy used MXU's for \$20.00 each while a new MXU cost is \$120.00 each.

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

n/a

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

Signature:  Date: 12-15-14