

## Sole Source Procurement Instructions

Department: Public Works - RRF

Date: November 18, 2014

Vendor: Carrier Corporation

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.

Carrier is the Manufacturing Representative for the plants Electric Carrier Chiller

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

They are the Manufacturer's representative and the only vendor familiar with our chiller.

3. Explain why the price is considered reasonable.

Price is in line with previous agreements

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

They are the only manufacturing representatives for Carrier chillers in our area

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

Signature: Reggie Farnbach Date: 11/18/14