

## Sole Source Procurement Instructions

Department: Public Works - Resource Recovery Fac Date: July 18, 2013

Vendor: Control Dynamics

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 Resource Recovery Facility has a Service Agreement for 2013-14 Fiscal Year. Sometimes emergency situations occur that are not covered in the normal service agreement. When these occur, Control Dynamics is the company who is most familiar with our equipment since they provide the main service.

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

3. Explain why the price is considered reasonable.

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

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

Signature:  Date: 7/18/13