

Sole Source Procurement Instructions

Department: Public Works-RRF

Date: 5-24-13

Vendor: Emerson Network Power

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.

Emerson is the Sole Source provider for Liebert Power Products. The original equipment technicians have available to them the specific proprietary information, materials and expertise maintained solely by the original equipment manufacturer.

This is an uninterrupted power supply, battery backup system, control electrical spikes, for all of the control systems at the resource recovery plant.

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

Emerson is the Original Equipment Manufacturer (OEM). City IT Director has approved as well.

3. Explain why the price is considered reasonable.

Price is reasonable for Scope of Work.

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

There were negotiations on what would need to be done, time frame and price. They came to the site to evaluate.

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

Signature: _____

Chris Honaker

Date: _____

5-28-13