

## Sole Source Procurement Instructions

Department: PUBLIC WORKS/RRF

Date: JANUARY 22, 2014

Vendor: HORIBA

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.

PROPRIETARY EQUIPMENT, ONLY COMPANY FOR SALES AND SERVICE

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

THE EQUIPMENT IS MADE BY HORIBA, THEREFORE HORIBA IS THE ONLY PLACE WE CAN GET PARTS OR GET THE EQUIPMENT SERVICED.

3. Explain why the price is considered reasonable.

THE CONTRACT PRICES ARE SET BY HORIBA

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

THE EQUIPMENT WAS BOUGHT DURING THE CONSTRUCTION OF THE PLANT IN 2004. THESE PRICES HAVE BEEN SET BY HORIBA SINCE THE PURCHASE OF THE EQUIPMENT. THIS IS A YEARLY RENEWAL.

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

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

*Reggie Chubach*

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

1/22/14