

# Sole Source Procurement Instructions

**Department:** Community Development

**Date:** 5-22-2014

**Vendor:** International Code Council

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 Virginia building code consist of the International Building Code and the International Residential Code with Virginia amendments. This publication, the Virginia Codes, incorporates all of the Virginia changes into the International codes. It is the only place to secure such a combination.

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

The International Building Codes are owned by the International Code Council. They alone print their codes.

3. Explain why the price is considered reasonable.

The price represents a discount from the normal price because it is a prepublication special. It is \$158.00 below the normal member price. This is a per set price. We are ordering 12 sets. That represents a savings of \$1896.00.

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

See item 3 above.

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

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



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

5-22-14