Sole Source Procurement Instructions

Department: Public Works **Date:** 4/14/2014

Vendor: MMS, Inc.

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 ofthe department making the purchase.

   GTT Opticom preemption equipment was originally chosen for use in the City of Harrisonburg because it is the standard equipment used for emergency preemption by VDOT in surrounding Rockingham County. Having a standardized preemption device allows City and County emergency response vehicles to preempt traffic signals in both jurisdictions. Opticom equipment has been installed on County vehicles and traffic signals well before the City began installing preemption systems and preemption equipment from other manufacturers is incompatible.

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

   MMS, Inc. is the only vendor approved by GTT (the manufacturer of Opticom) to sell to customers residing in Virginia.

3. Explain why the price is considered reasonable.

   MMS, Inc. adds a 20% markup to their direct from manufacturer purchase price. This 20% markup is what the manufacturer, GTT, recommends all of their retailers use, meaning it can be considered comparable to the cost of purchasing Opticom equipment in any state. Shipping is included in the markup cost for all orders, which can be considered a discount from the standard markup. Discounts are applied for higher volume orders.

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

   Pricing is not negotiable, as it is set by the sole source vendor based upon manufacturer recommended markups. The markup used by the vendor is considered to be the best possible price for the reasons listed in question 3 above.

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

Signature: _____ Date: 4/14/14