

Sole Source Procurement Instructions

Department: Public Works

Date: 6/3/2014

Vendor: Traffic Systems & Technology

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 Public Works department has purchased a Cohu camera management software package that will only work with Cohu cameras.

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

See attached letter from Cohu.

3. Explain why the price is considered reasonable.

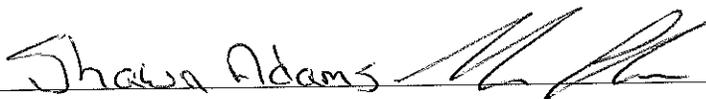
The price is within reason from past years purchases of Cohu cameras.

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

I have tried to get three price quotes for Cohu cameras but have been informed the TS&T is the only authorized reseller in the state of VA. See attach emails.

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

Signature:



Date:

6-3-14