

Sole Source Procurement Instructions

Department: Public Utilities

Date: 06.01.15

Vendor: E.H. Wachs

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 Utilities Department utilizes a truck mounted valve operator manufactured by E.H. Wachs. This equipment is approximately 15 years old and the database software is no longer compatible with current Windows operating systems. To maintain the functionality of the equipment, the software must be upgraded, which is only available through the replacement of the controller and a portion of the truck mounted equipment. Replacement of these limited parts, avoids replacement of the entire system.

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

The original equipment was manufactured by E.H. Wachs. Thus the replacement parts are only available through the company.

3. Explain why the price is considered reasonable.

The replacement of the total system would cost the City an estimated \$30,000 as compared to the \$16,000 upgrade/replacement of select parts.

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

Public Utilities met with the salesman and obtained several quotes from E.H. Wachs on other upgrade options. The replacement selected was the lesser of the options.

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

Signature: _____

Date: _____