

# Sole Source Procurement Instructions

Department: Public Utilities Date: 2-24-15

Vendor: Interface

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.

They are the same products, parts, services that the Public Utilities has been using since 1988 and no other products or parts will be compatible with the system that we have in place already.

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

Interface is the only company to provide standardization within our SCADA system for more than 20 years.

3. Explain why the price is considered reasonable.

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

We have continued to work with Interface to reach a reduction in costs.

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

Signature: Eric Hottinger Date: 2-24-15