

# Sole Source Procurement Instructions

Department:

RRF / PW

Date:

4/10/15

Vendor:

Johnson Control

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.

Service contract. Johnson control is manufacture representative for York chiller. Emergency repair.

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

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.

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

Signature:

*Chau W. Honan*

Date:

4-10-15