

# Sole Source Procurement Instructions

Department:  Date:

Vendor:

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 city has a service contract with Johnson Control for 3 steam driven chillers. Johnson Control is the manufacturer representative for York chillers. This is an emergency repair needed for 1 of the steam driven chillers.

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. Hines

Date: 4/7/15