

## Sole Source Procurement Instructions

Department: Central Garage

Date: 07/21/14

Vendor: Kingmor Supply Inc.

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.

Kingmor Supply comes onsite at the end of the school year to repair bus seats.

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

Kingmor is local and does not charge for mileage and over night expenses.

3. Explain why the price is considered reasonable.

Kingmor is local. Price is comparable to bus seat repairs made throughout the school year.

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

Kingmor is a local company and provides a service without having mileage and over night expenses. We have used them throughout years. By using Kingmor the money spent goes back into the community.

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

Signature: \_\_\_\_\_

*Michael J. Merrill*

Date: \_\_\_\_\_

*7/22/14*