Sole Source Procurement Instructions

Department: Public Works **Date: April 20, 2015** Posting Date: April 21, 2015

Vendor: Richardson-Wayland Electrical Co.

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 signal pole equipment is being sought for use in the City's Safe Routes to School Stone Spring Elementary project, which is a federally funded project and has a schedule completion date of August 18, 2015. The signal pole equipment must meet VDOT specifications, as this is a federally funded project. Richardson-Wayland has in stock all of the required signal equipment and that equipment meets all VDOT specifications.

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

   The signal pole equipment is being sought for use in the City's Safe Routes to School Stone Spring Elementary project, which is a federally funded project and has a schedule completion date of August 18, 2015. Based on investigations by the City into procurement of this equipment through the construction contract has resulted in a required lead time of 16 to 18 weeks, which is equal to the entire length of construction. Through further research the City has found that Richardson-Wayland has in stock the materials needed for this project and that their required lead time is 2 to 3 weeks. This reduced delivery time allows the City to meets its obligations as far as project completion, and to ensure that the project is completed during the summer break for school system. Both are important as this is a federally funded project, and that the project is directly adjacent to the school. Therefore, the City is requesting that these materials be procured through the sole source provisions.

3. Explain why the price is considered reasonable.

   The prices are based on the VDOT Northwest Regional Operations signal installation contract.

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

   Efforts were made to procure the items through the construction contract, however due to the time required by the Federal funding it was not achievable. Therefore, sole source procurement for these signal pole items is being requested.

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

Signature: _____ Date: 4/20/15