

Sole Source Procurement Instructions

Department: Transportation

Date: 1/20/15

Vendor: Alan Tye & Associates

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.

Alan Tye is the ONLY Steril-Koni provider that services our area. They are also the company that installed the bus lifts. We choose them to perform the ALI inspection to insure that our warranty through Steril-Koni is not null and void. This contract is for the safety of all the lifts.

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

Alan Tye is the ONLY Steril-Koni provider for our area. To ensure that the warranty on the lifts are not void they will be providing the service.

3. Explain why the price is considered reasonable.

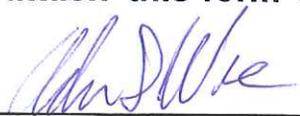
Everything that we have purchased from the vendor has been fair & reasonably priced. They will be inspecting all the 21 lifts and 6 components in accordance with ALI inspections.

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

The total cost per year is \$3,850. This price is considered reasonable by HDPT. They will be inspecting all the 21 lifts and 6 components in accordance with ALI inspections. The price includes an extensive safety report on all the lifts and components in the Central Garage.

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

Signature: _____



Date: _____

1/20/15