

Sole Source Procurement Instructions

Department: ECC

Date: 5/12/2016

Vendor: Daikin

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.

Manufacturer. Used since equipment was installed.

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

Current vendor provides acceptable support and no local vendors can support the equipment.

3. Explain why the price is considered reasonable.

In line with previous years' costs.

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

Vendor did not notify me in time to include increase in budget. Negotiated down from 2% increase to 1% increase.

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

Signature: _____



Date: _____

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