

Sole Source Procurement Instructions

Department: PUBLIC UTILITIES Date: 5/25/16

Vendor: INTERFACE

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.

This product is a software upgrade to the SCADA System that Interface installed. Other potential software upgrades would cause compatibility issues with the system that we have had in place since 1988.

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

Familiarity - Interface install our SCADA system and has also written all the software running the pump statins and plant.
Experience - Over 25 years of designing, installing, and integrating SCADA systems in the Water & Wastewater Industry.
Operational Responsibility - Interface has provided us with quaterly services through the Annual Service contract with the City. Interface evaluates, reports and performs the recommended maintenance.

- 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: Eric Hottinger

Date: 5-25-16