

Sole Source Procurement Instructions

Department: RRF/Public Works **Date:** 10/2/15

Vendor: Johnson Controls

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 service is for Repair to our York Chiller #2. Johnson Controls is the Manufacturers representative for York Chiller.

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

Since they are the Manufacturers representative for our chillers, they are the only choice we have to get the repair done.

- 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: Char W Honaker Date: 10/2/15