

# Sole Source Procurement Instructions

Department: Public Works Date: 5/28/15

Vendor: Landscape Forms

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.

Currently all decorative benches and trash cans throughout the Harrisonburg Downtown area utilize this product, and this product is requested due to continuity of the design and aesthetics.

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

They are the only manufacturer of these items, as the design is proprietary.

3. Explain why the price is considered reasonable.

The prices are consistent with the cost of these products when purchased in the past.

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

We requested a quote for the product, and the provided costs were comparable to the City's previous purchases.

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

Signature:  Date: 5/29/15