Sole Source Procurement Instructions

Department: Public Works **Date:** April 27, 2016

Vendor: Richardson-Wayland Electrical Co.

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 signal pole equipment is being sought for use in the City's Burgess Road / Harrisonburg Crossing signal modification project. This project is being coordinated with the redevelopment of an adjacent property that will require the modification of the existing traffic signal due to an increase in traffic to the development. The current schedule of the development does not allow for Public Works to procure this equipment without purchasing directly from Richardson-Wayland Electrical Co, as they have all the required equipment in stock.

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

Based on investigations by the City into procurement of this equipment through regular procurement methods, the lead time required would be 16 to 18 weeks, which is outside of our allowable window for this project. Through research the City has determined the Richardson-Wayland has in stock the equipment needed for this project.

3. Explain why the price is considered reasonable.

The prices are baesd on VDOT Northwest Regional Operations signal installation contract.

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

Due to the allowable window for signal modification, and with the VDOT pricing available the City feels this is the most advantegous route for equipment procurement.

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

Signature: _____ Date: 4/28/16