

Sole Source Procurement Instructions

Department: Public Works - RRF **Date:** July 30, 2015

Vendor: Robert E Mason & Associates

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.

R E Mason is the exclusive representative for Emerson Process Management Control Systems

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

They are the only representative for Emerson Control Systems and the only Certified Delta V Service Provider in the state of Virginia.

3. Explain why the price is considered reasonable.

Price was in line with previous agreements.

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

The are the only representative for the job.

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

Signature: Charles A. Honaker

Date: 7/30/15