

Sole Source Procurement Instructions

Department: Public Works Date: 5/22/2015

Vendor: Transportation Equipment Services

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 traffic analysis product is the only one of its kind and provides benefits over other counting methods, such as pneumatic tubes and radar devices. This "tubeless" count unit is installed in the middle of a travel lane rather than being stretched across the road from the side of the street as with a tube counter, thereby removing the limitation of the count being impacted by parked cars and allowing the isolated collection of data for left turn lanes. Public Works has used both previous generations of these count devices and found them exceedingly useful for turning lane studies and inconspicuous data collection on residential streets.

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

M. H. Corbin, Inc. utilizes exclusive and sole distribution for NC300 (Tubeless Traffic Counters that measure volume and speed). Transportation Equipment Services (420 Boardwalk Drive, Youngsville, NC 27596) is the sole distributor of these M. H. Corbin products for the State of Virginia. (See attached letter from vendor)

- 3. Explain why the price is considered reasonable.

The price is acceptable because it is in line with counters we have purchased in the past and is comparable to other traffic counting devices that perform the same functions as the ones we are purchasing.

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

Since Transportation Equipment Services is the only distributor of the product, price negotiation is not possible. We will be receiving a \$200 discount on each unit by trading in older, non-functional units of the previous model generation. In addition, the trade-in of the older units allows us to receive the software for the new units free of charge.

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

Signature:  Brad Reed Date: 5/22/2015