

Sole Source Procurement Instructions

Department: ECC

Date: 10/16/2016

Vendor: Arthur K Peters Consulting

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.

Specialized engineering analysis of antenna radio site antenna propagation for FCC requirements (NRQZ)

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

Vendor recommended by project consultants and Harris for unique software modeling tool of radio propagation.

3. Explain why the price is considered reasonable.

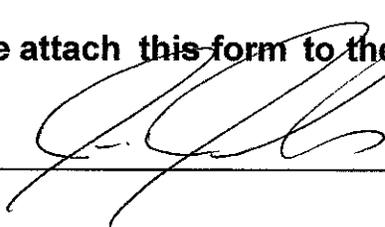
Same rate as "engineer" level work of current project consultant.

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

Established cost not to exceed \$20,000 at outset of subproject.

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

Signature: _____



Date: _____

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