

Sole Source Procurement Instructions

Department: ECC

Date: 9/29/2016

Vendor: Eaton-Wrightline

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.

Upgrade of existing workstations. New equipment will integrate into the rest of the manufacturer's overall furniture installed in ECC Operations.

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

Upgrading aging workstation lift and environmental units from original vendor chosen during ECC installation.

3. Explain why the price is considered reasonable.

Approximately 50% less costly to upgrade versus wholesale replacement and minimal impact to ECC Operations.

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

Negotiated a 15% product discount and 10% installation discount for performing all work at same time.

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

Signature: _____



Date: _____

9/29/16