Sole Source Procurement Instructions

Department: Public Utilities **Date: 09/02/2016**

Vendor: HACH

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of sole source procurement must be limited to those instances where only one source is practicably available. Personal preference for certain brands or products does not adequately justify limiting competition.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

In order to utilize recently purchased software HACH FSDATA and FSDATA DESTOP, equipment by this manufacture is the only supported hardware.

HACH FSDATA SCOPE
Restrictions and Requirements.
Customer Equipment: Certain hardware, software and telecommunications and other services and equipment (collectively "Customer Equipment") are required to access and use FSDATA. Customer is responsible for obtaining, implementing and operating and maintaining all Customer Equipment and bearing all related costs and expenses. HACH does not provide and Customer agrees it is not relying on HACH to provide advice or other assistance in selecting and acquiring Customer Equipment necessary for Customer to access FSDATA. HACH is not responsible for any change to FSDATA that may cause Customer Equipment to become obsolete, require modification or alteration or otherwise affect the performance of FSDATA.

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

Public Utilities has spent the past 7 months building a sanitary sewer flow monitoring program based upon HACH's flow monitoring equipment and software. This equipment and software was competitively bid in January of 2015. Considering another source for this type of equipment and software would require Public Utilities to retrain, reconfigure, reprogram and retool our entire flow monitoring program. Switching to another company in order to save several hundred dollars would be a large setback for our program and financially irresponsible.

3. Explain why the price is considered reasonable.

Pricing from January 2015 showed HACH was the lowest bidder for this equipment and training.

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

Competitive bidding was performed for this equipment in January 2015.

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

Signature: James M. Lee Jr. Date: 09/02/2016