

Sole Source Procurement Instructions

Department: School Bus, Transportation Department

Date: 7/20/2016

Vendor: Kingmor Supply INC.

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.

Kingmor Supply is the only company in the area that will come on site during off hours (weekend) to make the repairs needed to the entire fleet at once while they are not being used.

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

Kingmor Supply makes all covers needed at there facility and has all parts needed for repair on hand allowing all repairs to be done in one day; eliminating the need to order parts or come back several times to complete the job. Kingmor is the only vendor providing on site service of this kind in the area.

3. Explain why the price is considered reasonable.

Kingmor manufactures there own materails reducing cost of the parts and Kingmor is local eliminating cost for travel time and mileage. We have a representative from the Central garage monitoring the inspections ensuring that only repairs are made to seats that are damaged or worn out.

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

I have checked with other bus dealers and no one will come to our site and service our entire fleet. No dealers have the resoures available to preform this service on site.

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

Signature: _____

Michael Newbill

Date: 7/20/2016