

Sole Source Procurement Instructions

Department: Public Utilities

Date: 11-14-2012

Vendor: Griffin Pipe Company

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.

The Griffin Snaplok product has been utilized throughout the City of Harrisonburg for our 30" raw waterline system. This product was preferred for the 16" finish waterline due to the fact it must be restrained without the use of mechanical joint restraints. This allows an 8 mil polywrap to be installed without tearing or creating punctures.

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

We are purchasing direct from the manufacture. This manufacture currently supplies the City's 24" and 30" Snaplok pipe.

3. Explain why the price is considered reasonable.

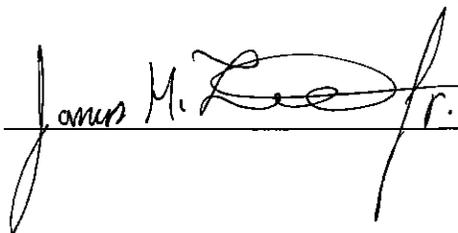
Griffin Pipe Company recently completed competitive bid process and supplied pipe for the City's 24" and 30" Snaplok stock. Pricing for the 16" Snaploc fell within an acceptable target range for the smaller diameter pipe size.

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 on pipes of similar size by Griffin Pipe Company during the same time frame of this purchase.

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

Signature:



Date:

11-14-2012