

Sole Source Procurement Instructions

Department: WATER TREATMENT/PUBLIC UTILITIES Date: 8-27-14

Vendor: RUHRPUMPEN 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.

RUHRPUMPEN IS A COMPANY THAT WE USE TO REPAIR AND DO SERVICE ON OUR PUMPS AT OUR RAW WATER PUMPING STATION IN BRIDGEWATER.

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

THIS PRODUCT WAS AVAILABLE AT A COMPERABLE COST DUE TO A OVERSTOCKING WITH THIS COMPANY. THIS IS A PRODUCT THAT WE CAN USE IN THE FUTURE.

- 3. Explain why the price is considered reasonable.

IN THE PAST, THIS COMPANY HAS BEEN PRICE COMPETITIVE WITH OTHER VENDORS THAT WE HAVE USED.

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

THIS IS A PRODUCT THAT WE CAN USE IN THE FUTURE. WHEN OUR PUMPS NEED REPAIRING, THIS PRODUCT ~~THE~~ NEEDS TO BE REPLACED. DUE TO THE CONTINUING RISE IN COSTS TO MANUFACTURE THIS PRODUCT, WE WOULD LIKE TO PURCHASE THIS PRODUCT TO CURB THE COST ON THE NEXT REPAIR.

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

Signature: 

Date: 8-27-14