

Sole Source Procurement Instructions

Department: ECC

Date: 11/16/2012

Vendor: MCQuay

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.

Sole source for service of McQuay HVAC unit.

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

They are the manufacturer.

3. Explain why the price is considered reasonable.

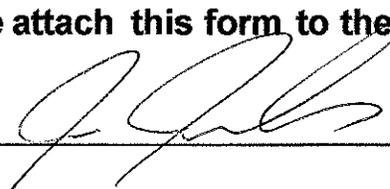
2.9% increase from previous year.

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

Contract and escalation rate contracted during ECC build.

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

Signature: _____



Date: _____

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