

# Sole Source Procurement Instructions

Department: Harrisonburg Public Utilities

Date: 8/20/2022

Vendor: Flomec Inc. PO Box 72995 North Chesterfield Va 23235

Product/Service: HCP Pump and Controls

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. Per Virginia Code 2.2-4303 and 2.2-4360, the sole source document must be posted online for a minimum of ten (10) days before purchasing the product/service.

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

Flomec is currently the Sole Supplier in Virginia for the HCP Pumps America brand. Although not the only supplier for this type of service we are looking to use the HCP Pumps America pumps and controls for our Sewer Station upgrade due to their performance, availability and low cost.

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

Flomec is selected for this service because they are the sole supplier for the HCP Pumps America brand in Virginia.

3. Explain why the price is considered reasonable.

A 2nd comparable cost was obtained from a well known brand and the HCP Pumps America price was significantly lower.

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

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

Signature: Casey Contrall

Date: 9/1/22