

# Sole Source Procurement Instructions

Department: HDPT

Date: 7/28/2022

Vendor: Highway Motors 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.

After communication with Public Works regarding the needed work on this unit, 0221, we determined that repair was going to be the most efficient and cost effective route. The scope of repair was beyond our expertise and knowledge.

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

Highway Motors was the only local vendor that was able to obtain the needed parts for the perscribed repair. They were also the only vendor that was able to handle this repair in the time frame in which it needed to be completed.

3. Explain why the price is considered reasonable.

The pricing on this invoice is reasonable due to the nature of the parts that were required. Some of the items were added on to the invoice, with estimates and verbal approval of the fleet maintenance supervisor and Public Works.

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

We stayed in costant communication throughout this process. They did discuss with us any change in the pricing. Parts were researched independantly by MANCON to make sure that we were recieving a fair price. Labor charges were monitored and discussed with the shop supervisor.

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

Signature: 

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