

Sole Source Procurement Instructions

Department: Public Utilities

Date: 1/8/2024

Vendor: Berglund Chrysler, Jeep, Dodge

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.

This is a purchase of necessity to provide the crew with an adequate vehicle to complete projects in a timely fashion. This vehicle fully meets the needs of the department. All needs are fully satisfied for fitment of required equipment. We have already started the procurement of the bed and assured that the specifications of this unit will satisfy bed manufacture requirements as well.

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

I have conducted an extensive search of vendors for the procurement of this style vehicle to no avail. The contract orders have been closed for an extended period. I have reached out to both contracted vendors and they have no stock available. While discussing this with both vendors they informed us that in FY24 these units will not have government pricing available. This vendor has the unit available and "on the lot" currently.

3. Explain why the price is considered reasonable.

I have reached out to several vendors for quotes and have had minimal success at receiving a valid quote. In conducting market research on this model with the required specs. I have seen a wide range of prices listed. I have received a quote from a vendor with the same specs for a significantly higher price, and no estimated time of arrival to the vendor.

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

I spent an extensive time searching for available units with the matching specifications and cost comparisons of different models and different categories. I communicated with both state contracted vendors with the same result, no available stock at this time. I have reached out to multiple vendors

regarding ordering vehicles with the matching specifications and received a much higher price and no time frame for delivery. I also have been informed that these units in FY24 will not receive government pricing due to a wide range of issues.

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

Signature:

A handwritten signature in blue ink, appearing to be "R. M. A. L.", written over the "Signature:" label.

Date:

1/8/2024